



Job Title	Staff Accountant		
Department/Group	Accounting	Position Type	Full-Time
Reports to:	CFO	FLSA Status	Exempt
Location	Garland, TX – Corporate Office	Supervises Direct:	N/A
Schedule	Monday-Friday 8:00AM-5:00PM;		
Travel Required	No regular travel required		

Job Description

SUMMARY

America’s Credit Union, a Dallas/Fort Worth, TX based credit union, is looking for a **Staff Accountant** to join its Accounting team.

The **Staff Accountant** is a back-office position in the primary accounting area. This role performs a wide variety of advanced accounting work under minimum supervision.

Responsible for providing support for the credit union’s primary accounting operations by the daily maintenance and reconciliation of financial records and general ledger accounts. Responsible for ensuring the accuracy of balance sheet accounts and maintaining associated subledgers. Assists with the preparation, verification, and submission of assigned regulatory and Federal Reserve reports. Performs a wide variety of advanced accounting work under minimum supervision.

ROLE AND RESPONSIBILITIES

- Ensure timely completion of daily GL reconciliations and accounting entries. Researches and identifies outstanding items to record necessary entries to prevent aged items.
- Performs monthly GL and bank reconciliations to subsidiary ledgers within established deadlines. Prepares reconciliation reports to include supporting documentation and workpapers. Records necessary entries to prevent aged items.
- Prepares assigned monthly reports for the Board of Directors, ALCO, the Federal Reserve Bank, and institution management.
- Assists with the accounts payable including document scanning and filing. Provides courteous and professional communications with members, coworkers, and vendors.
- Additional projects and other duties as assigned.

KNOWLEDGE, EXPERIENCE & SKILLS

- Minimum 3 to 5 years of similar or related experience in the financial industry
- A two-year college degree, **or** completion of a specialized certification or licensing, **or** completion of specialized training courses conducted by vendors, **or** job-specific skills acquired through an apprenticeship program.
- Ability to complete assigned tasks with minimum supervision.
- Ability to self-pace and take an active role in development of knowledge and skills.
- Excellent verbal and written communications skills.
- Excellent time management and organizational skills.