



**COMMUNITY CREDIT UNION of FLORIDA**  
**Position Description**  
**Staff Accountant**

**Reports to: Accounting Manager**  
**Department: Accounting & Finance**

**Grade: 9**  
**Job Group: Non-exempt**

The primary purpose of this position is to assist Community Credit Union of Florida in living out our Mission, *“Always improve the financial well-being of our members and make a positive difference in our community,”* by delivering outstanding service to both internal and external members. In addition, the Staff Accountant performs tasks necessary to balance and update general ledger and subsidiary accounts, maintain and reconcile daily cash accounts, and manage other accounting duties.

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**ESSENTIAL DUTIES**

- 1) Deliver service to both internal and external members, which is in alignment with the credit union’s Service Promises.
- 2) Meets all established service goals as measured by the Internal Service Survey.
- 3) Performing job duties within our bylaws, regulations, Board of Directors policies, established internal and external service standards and our work procedures.
- 4) Demonstrate enthusiastic support of corporate mission, core values and long term objectives.
- 5) Assists in attaining established departmental goals and adhering to all credit union standard operating policies and procedures, as well as state and federal regulations and guidelines. Responsible for accurately completing job jar activities and entering data in timely manner to ensure 70-80% engagement metric is met.
- 6) Analyze and reconcile general ledger for various accounts as assigned, including post and reconcile the subsidiary records for the accrued income from investment activities, and review daily cash balances.
- 7) Prepare, pay, and file all accounts payable for the Credit Union. Research and resolve discrepancies.
- 8) Set-up and run all prepaid and fixed asset items in the depreciation program.
- 9) Process collection items.
- 10) Monitors compliance with generally accepted accounting principles and company procedures.
- 11) Assists with telephone support by responding to member inquiries and problems in a professional, timely manner; follows up on inquiries with informational materials and/or phone contact; investigates and corrects errors and resolves problems or other issues; helps members to utilize electronic delivery channels for convenience.
- 12) Provides backup for other duties in the Accounting & Finance Department and assists in cross training departmental staff.
- 13) Responsible for actions related to process improvements within specified area, such as suggesting, creating, implementing, testing, writing procedures, training and other functions related to process improvement. Update procedure manual and job aids as needed or at least annually.

14) Performs other related duties as assigned by Accounting Manager or VP of Accounting and Finance.

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### **ENVIRONMENT AND PHYSICAL ACTIVITY**

The environment for this position is an open, non-confined office-type setting that is clean and comfortable where the incumbent is free to move about at will. It may include some minor annoyances such as noise, odors, and drafts.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to spend time writing, typing, speaking, listening, lifting (up to 25 pounds), carrying, seeing (such as close, color and peripheral vision, depth perception, and adjusted focus), sitting for long periods of time (up to 8 hours), pulling, walking, standing, squatting, kneeling, and reaching.

The incumbent for this position may operate any or all of the following: telephone, copy and fax machines, calculator, film equipment, typewriter, computer terminal, personal computer, and related printers.

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### **MENTAL DEMANDS**

The incumbent in this position must be able to read documents or instruments, perform detailed work and problem solve; possess excellent member contact and verbal and written communication skills; have strong math and analytical reasoning skills; and the ability to effectively handle stress, multiple concurrent tasks, and constant interruptions.

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### **POSITION REQUIREMENTS**

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines:

- Bachelor's degree from a four-year college or university in Accounting, Finance, Business or related field; or three (3) to five (5) years of related experience and/or training; or the equivalent combination of education and experience. Previous financial institution experience is preferred.
- Work related experience should consist of accounts payable activities and general ledger reconciliation and exceptional customer service. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be business or financial industry related.
- Intermediate skills in computer terminal and personal computer operations, as well as intermediate skills in word processing, spreadsheet and software programs. Intermediate typing skills to meet the production needs of the position.
- Intermediate skill level using innovative thinking to trouble-shoot and solve problems, and facilitate the decision-making process.

- Must be capable of performing bookkeeping functions with a high degree of accuracy and have basic math skills; calculate interest and balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; must be capable of locating routine mathematical errors, solving problems that are somewhat complex and requiring some analysis and research, with previous precedent to draw upon.
- Effective oral and interpersonal communication skills with the ability to apply common sense to carry out instructions, interpret documents, understand procedures, write reports and correspondence. Courtesy, tact, and diplomacy are essential when communicating with others inside or outside the institution.
- Effective organizational and time management skills, with ability to multi-task, ability to work with moderate supervision and inspection of work and be a strong team player.

The incumbent must be able to perform this position safely, without endangering the health or safety to individual or others.

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Management reserves the right to change this position description at any time according to business needs.

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**Review and Approval:** Indicates review by incumbent and approval by supervisor.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_