

**Malheur FCU**  
**Structured Compensation - Job Description**  
**Accounting Manager**

Data Year: 2019

Prepared On: 07/01/2019

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Department:	Accounting	Grade:	9
Reports To:	CFO	Classification:	Exempt
Supervises Direct:	2 to 5	Supervises Indirect:	0
Approved By:		Effective Date:	05/27/1998
		Revised Date:	07/01/2019

**Role:**

To direct the operations of the Accounting Department; prepare financial reports, including annual plan and operating budgets; ensure complete, accurate, and timely completion of financial and accounting records for the Credit Union and prepare analysis of operations for management.

**Essential Functions & Responsibilities:**

- E 40% Assist the CFO by supervising the work of the department staff including monitoring daily activities, directing job assignments, monitoring staff performance, coaching, counseling and training.
- E 20% Assists the CFO in ensuring that all accounting entries, reconciliation of accounts, closing of books, and internal/external reporting requirements are completed in the required time frame.
- E 10% Ensures that adequate backup and cross training is in place for critical daily functions within the accounting department and that well documented procedures are in place.
- E 10% Assist the CFO in preparing the monthly financial Board reports.
- E 10% Prepare payroll for processing, monitor all payroll deductions for accuracy and ensure proper payment of benefits.
- E 5% Works with auditors and/or examiners to provide periodic and year-end audit assistance.
- E 5% Performs other job related duties as assigned by the CFO.

**Performance Measurements:**

1. Ensure the department meets all deadlines with respect to settlement activities, with minimal errors and no errors that result in a loss to the Credit Union.
2. Ensure the Credit Union's books and general ledger accounts are always in balance and current.
3. Maintain a cohesive, highly trained, motivated staff sufficient to meet daily department demands.
4. Keep management informed regarding key operating issues affecting the department.
5. Develop recommendations for cost efficiencies and enhancements by monitoring industry trends,

**Knowledge and Skills:**

Experience	Two years to five years of similar or related experience.
Education	A college degree.

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**Interpersonal Skills** A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.

**Other Skills** Education in accounting and finance. Functional with spreadsheets and word processing software.

**Physical Requirements** **Sitting/Mobility** : Approximately 80% of time is spent working at a desk, approximately 20% is spent moving around work areas.

**Communication** : Ability to effectively communicate with co-workers, members and outside agencies, by telephone and in person.

**Vision** : Ability to effectively use a computer screen and interpret printed materials, memos and other appropriate paperwork.

**Lifting/Carrying** : Ability to transport files and office supplies.

**Stooping/Kneeling** : Ability to access files and stock supplies in low cabinets and shelves.

**Reaching/Handling** : Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment and supplies.

**Work Environment**

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature