



POSITION DESCRIPTION

TITLE: Accountant
BUSINESS UNIT / DEPARTMENT: Administration / Accounting
CLASSIFICATION / STATUS: Fulltime, Non-Exempt

SUMMARY:

Administrative accounting and bookkeeping work primarily involved in keeping and maintaining accurate records for the purpose of monthly financial statements. Must have previous experience with accounting clerical work and working within accounting software. Previous experience with wires and ACH's is preferred. Work is continuously reviewed for accuracy, timeliness and results.

REQUIRED QUALIFICATIONS:

Education (or Equivalent Experience): Two-year degree in accounting or related field or equivalent combination of education and experience.

Experience: Three years of related accounting or bookkeeping experience with positive customer relations or a relative combination of education and experience. Experience with or knowledge of mortgage industry is preferred but not required.

Primary Responsibilities and Duties:

- Accounts Payable – processing, mailing and filing for multiple companies.
- Remote deposit – check scanning and reconciliation of check batches.
- Posting payments in Ramquest.
- Assist in approving outgoing wires and ACH's.

Other Acquired Duties and Responsibilities:

- Perform daily accounting functions for The Servion Group and assigned subsidiaries.
- Must be able to work in a fast-paced environment with significant multitasking.
- Maintain current knowledge of, and adhere to, corporate and accounting procedures, guidelines and standards.
- Verify accuracy of all payables and pay invoices weekly.
- Maintain confidentiality of all information processed.
- Cooperate with auditors, as necessary.
- Collect and submit information regularly for reporting.

- Prepare required reports as necessary.
- Must work the hours assigned and begin and end work on time.
- Be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
- Maintain courteous, professional and effective working relationships with employees at all levels of the organization, credit union staff, vendors and/or any other representatives of external organizations.
- Communicate information and state problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner, and be able to provide clarification if necessary.
- Capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Receive and provide clear, constructive feedback regarding work performance (to/from individuals or groups) and be able to provide clarification, as necessary.
- Handle in a constructive, non-disruptive manner the multiple business, organizational and interpersonal changes or stresses that may exist in the employee's work, work processes, dealings with other personnel, and supervision (provided or received). ("Work processes include, but are not limited to, how work is performed, supervised or distributed; how problems are solved; and how decisions are made.")
- Performs related duties as required including cross-training with other accounting staff.

Skills/Knowledge/Abilities:

- Quickly and accurately work with many details, and add, subtract, multiply, divide and calculate percentages.
- Define problems, collect data, establish facts and draw valid conclusions.
- Comprehend the consequences of various problem situations and to refer them to the appropriate people for resolution.
- Resolve questions and problems with the supervisor and also to manage personal workflow and meet deadlines.
- Remain composed and make appropriate decisions under stressful conditions, which may involve dealing with a range of responsibilities, large sums of money and timetables.

Machines and Equipment Proficiency:

- Standard office equipment such as phones, copiers, etc.
- Microsoft Office Suite (Word, Excel, Outlook)
- Proficiency in using and learning accounting software.

General:

- Must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours) to communicate with employees, customers, managers and any other person or organization with whom interaction is required to accomplish work and company goals.
- Must maintain courteous, professional and effective working relationships with employees at all levels of the organization, customers, vendors and/or any other representatives of external organizations.
- Communicate information and state problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner, and be able to provide clarification if necessary.
- Must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Actively participate in quarterly performance meetings; meet or exceed all performance metrics.
- Follows company policies and procedures.
- Perform other duties as required.

This position description should not be construed to imply that any of the duties, responsibilities, or requirements outlined herein is exclusive. Employees are expected to execute any other additional assignments that may be specified. Furthermore, this position description does not represent a complete list of all the performance expectations and characteristics of individuals required to perform a job accurately. The company's management reserves the right to change this description from time to time as may be required.

If interested in this position, please submit resume and cover letter to: jobs@myservion.com