



POSITION DESCRIPTION

TITLE: Accountant
BUSINESS UNIT: Administration / Accounting
CLASSIFICATION: Fulltime, Non-Exempt
REPORTS TO: Controller

SUMMARY:

Administrative accounting and bookkeeping work primarily involved in keeping and maintaining accurate records for the purpose of monthly financial statements. Must have previous general ledger accounting experience, including: journal entries, bank/general ledger account reconciliation. Work is continuously reviewed for accuracy, timeliness and results.

Primary Responsibilities and Duties:

- Main duty will be performing all loan funding processes.
- Journal entries for multiple companies including inter-company.
- Daily/monthly bank and general ledger account reconciliations.
- Setting up wire/ACH templates and initiating wires/ACH's.
- Loan closing proceeds process.
- Remote Deposits.
- Remitting HLE, Broker and Interest fees to affiliates.
- Accounts Receivable invoicing.

Other Acquired Duties and Responsibilities:

- Perform daily accounting functions for Servion 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.
- 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.
- 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.
- 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:

- Ability to comprehend, analyze and interpret financial journals, reports, and related legal documents or instructions
- Ability to quickly and accurately work with many details, and add, subtract, multiply, divide and calculate percentages.
- Proficiency in using Microsoft Office Suite – Excel, Word and Outlook.
- Proficiency in using and learning accounting software.
- Proficiency in using and learning proprietary software used by other departments.
- Ability to establish and maintain effective working relationships with executives, managers, employees, vendors and credit union employees.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to comprehend the consequences of various problem situations and to refer them to the appropriate people for resolution.
- Ability to resolve questions and problems with the supervisor and also to manage personal work flow and meet deadlines.
- Ability to remain composed and make appropriate decisions under stressful conditions, which may involve dealing with a range of responsibilities, large sums of money and timetables.

Education (or Equivalent Experience):

Bachelor's degree in Accounting or business-related field preferred. Minimum requirement - Two-year degree in accounting.

Experience:

- Three years plus of related general ledger accounting experience with positive customer relations or a relative combination of education and experience.
- Demonstrated general ledger knowledge required.
- Experience with or knowledge of Mortgage Industry and Intacct accounting software preferred but not 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