

SOUTHERN MASS CREDIT UNION

POSITION TITLE: Accounting Manager

DEPARTMENT: Accounting

CLASSIFICATION: Exempt

DATE ADOPTED: April 2019

REPORTS TO: CFO

Summary:

The Accounting Manager is responsible for managing various accounting functions including general ledger maintenance, accounts payable, fixed assets, accruals, deferrals and month end reporting. Evaluates and makes improvements to accounting processes while ensuring that practices comply with organization accounting policies and applicable laws and regulations. Supervises accounting assistant to ensure that all work is distributed and completed in an accurate and timely manner.

Duties and Responsibilities:

- Supervision and development of direct report(s). Provide input on periodic performance reviews. Provide training, advice, and guidance as needed.
- Updates and maintains the department's schedule of daily and monthly tasks, ensuring adequate cross training and fostering an environment of continuous staff development and engagement.
- Assures daily posting of accounts is performed and the General Ledger and all subsidiary ledgers are in balance on a daily basis. Assures all General Ledger accounts are properly reconciled and in balance on a monthly basis at a minimum.
- Acts as the department system administrator. Responsible for the user access controls, security, maintenance, updates and disaster recovery of said applications.
- Reviews and approves monthly prepaid, accrual and fixed asset reporting before posting related entries to the general ledger. Maintains depreciation schedules as necessary and required.
- Responsible for all general ledger maintenance: e.g., opening new accounts, updating custom reports, maintaining interfaces. Contacts servicer for assistance as needed.
- Assists with the documentation of procedures and policies within the department.
- Prepares special reports by collecting, analyzing and summarizing information and trends.
- Assists with the information gathering for internal and external auditors.
- Assures accounts payable are properly processed and reconciled on a weekly basis maintaining up-to-date vendor files with appropriately filed and paid invoices that are so documented.
- Prepares Audit Committee reports and uploads as necessary.

- Assists with preparation of Allowance for Loan Loss review on a quarterly basis as required.
- Assist with ALM Management and annual budgeting.
- Assures monthly Board reports are developed and prepared timely and accurately.
- Assist with preparation of quarterly ALCO reports and prepares monthly ALCO minutes.
- Assures the credit union is in compliance with all accounting related regulations.
- Prepare all weekly, bi-weekly monthly and quarterly reports required by the Division of Banks, NCUA, MSIC, Commonwealth of MA, IRS, FRB, FHLB Department of Labor, US Census Bureau, etc.
- Borrows funds from FHLB and/or FRB as directed by the CFO.
- Responsible for the preserving, retaining and destroying of credit union records and assures at a minimum annual movement of documents to secured offsite facility and biweekly shredding of documents.
- Responsible for amount of currency in ATM's as appropriate and assuring ATMs are in balance.
- Performs duties of backup bank secrecy act officer as required and necessary when primary BSA officer is unavailable
- The aforementioned job duties are not meant to be all inclusive. They are to list the primary duties and responsibilities of the Accounting manager. These job duties may be expanded or they may be delegated to others as directed by the CFO when necessary which may require other duties to be assigned as determined by the CFO.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and comply with all Federal and State Regulations, and internal credit union policies and procedures. The qualifications below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Supervisory Responsibility:

Supervises Accounting Assistant

Language Ability:

The position requires the ability to read and interpret documents, along with the ability to write routine reports and correspondence. The incumbent must possess the ability to speak effectively in on-on-one groups or large groups and the ability to respond to inquiries or complaints in a professional manner.

Math Ability:

The incumbent should possess the ability to work with mathematical concepts such as probability and statistical inference. He/she should also be able to apply concepts such as fractions, percentages, ratios, and proportions to credit union situations.

Reasoning Ability:

Must have the ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of complex instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

The position requires experience, MS Word, Excel, and PowerPoint.

Education/Experience Required

- Bachelor's Degree in Accounting.
- Five to seven years of accounting experience in a financial institution of similar size and/or equivalent experience required.
- Knowledge of various financial accounting systems and software applications.
- Knowledge of credit union investments, accounting for secondary market lending, mortgage originator commissions, accounting for mortgage servicing rights.
- Knowledge of all credit union policies, products, services and regulations.
- Good communication, organizational, analytical skills and supervisory skills.
- Must be adaptable and able to work well in a changing environment.
- Must observe confidentiality, handle multiple concurrent tasks and deal with interruptions.
- Problem solving and reasoning skills are essential.
- An innovative and entrepreneurial mindset is a plus.

Working Conditions and Physical Effort

The work environment characteristics described here are representative of those an accounting manager encounters while performing the essential functions of this job.

Physical Demands/Efforts

- Regular physical exertion required to lift up to 20 lbs.
- Work performed is typically sedentary with occasional periods of walking and standing. May also require stooping, kneeling and crouching.
- Utilizes finger dexterity to perform computer options.
- Must be capable of effective oral communication via writing, telephone or face to face to face.
- Travel between locations and attend meetings.

Mental & Visual Demands

- Mental concentration required to work with numbers and spreadsheets.

Work Environment and Hazards

Work environment is in a typical office setting free from noise and hazards.