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1ST NORTHERN CALIFORNIA CREDIT UNION

JOB TITLE: ACCOUNTANT

Overview:

We are looking for someone to perform a variety of accounting duties and transactions in support of the day-to-day operations of the Accounting Department.

General Summary:

This position is responsible for assisting the AVP/Controller with the posting and reconciliation of general ledger entries, month-end close process, performing routine accounting functions such as solving discrepancies, preparations of accurate internal and external reports and summaries. The ideal candidate for this position will be detail oriented and eager to learn.

Responsibilities and Opportunities for you to add value:

- Responsible for day-to-day maintenance, reconciliation, and review of general and subsidiary ledgers, including cash, fixed asset, prepaids, investments and accruals for liabilities.
- Verify and post daily journal entries to the general ledger and other supporting systems.
- Assists with the internal and external financial reporting.
- Provides leadership for payment systems daily processes, posting and regulatory requirements.
- Provide back-up support to immediate team members.
- Investigate, resolve and/or escalate complex discrepancies, data entry errors and out of balance situations.
- Committed to self-improvement by maintaining a thorough understanding of generally accepted accounting principles (GAAP), NCUA regulations and enthusiasm to develop technical skills.
- Collaborates with team members with more complex tasks while providing leadership.
- Cooperates with other departments to facilitate timely and efficient problem resolutions.
- Performs other duties assigned.

Skills and Abilities Required:

- Knowledge of generally accepted accounting principles (GAAP).
- Ability to understand and apply federal and state laws and regulations.
- Robust verbal and written communication skills.
- Ability to work both independently and collaborate within a team environment.
- Advanced knowledge of Microsoft Office suite – Excel, Word, and Outlook.

Skills and Abilities Required:

- Bachelor's degree in Accounting, Finance, Business Administration, or another related field preferred; related work experience may substitute for education.
- 3+ years of related accounting experience at a financial institution or credit union preferred.
- Strong analytical, problem-solving, and organizational skills.
- Ability to work in a dynamic accounting department, successfully juggling multiple tasks and projects.

Position:

- Full Time

This Job Description is not a complete statement of all duties and responsibilities comprising this position. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

How to Apply:

- Online application at www.1stnocalcu.org/employment
- OR email stating why you are interested in the position and attach your resume and application to jobs@1stnocalcu.org
- OR drop off at: Martinez Main Branch
1111 Pine Street
Martinez, CA 94553