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1ST NORTHERN CALIFORNIA CREDIT UNION

JOB TITLE: ACCOUNTING CLERK

General Summary:

Under general supervision, but in line with established policies and procedures, provides a variety of service functions, such as balancing and posting the daily work of the institution. Handles routine assignments including, but not limited to, balancing and posting of exception items, electronic fund transfers, automated teller machine transactions, and payroll deduction processing. Assists in the reconciliation of general ledger accounts.

Principal Responsibilities and Duties:

- Collect and review information, post records, compile routine data, making and checking basic calculations. Assist in sorting and filing of accounting records/ data.
- Provides assistance and follow-up on potential losses in areas such as overdrawn accounts, unauthorized transactions, discrepancies, rejects, stop payments and ATM/POS balancing and all functions related to Electronic Funds Transfers.
- Responsible for the proper receipt and accurate disposition of Share Draft exceptions. Ensure timely posting, balancing and preparation of exception returns.
- Ensures that sufficient funds are available in the share draft account or adequate overdraft is available prior to paying or returning share drafts exceptions.
- Responsible for posting, balancing and correcting submitted payroll deductions. Must be able to communicate with the employee groups' representatives.
- Complete all assigned training and follow all credit union policies regarding compliance issues including, but not limited to the Bank Secrecy Act.
- Performs daily operations and activities of electronic funds transfers such as wire transfers, automated teller machine transactions, automated deposits, automated payments, member directed transfers and handling reclamation. Assists in the reconciliation of EFT activities including reclamations and death notifications.
- Performs research for possible adjustments. Works with staff from other departments and branches to gather necessary information to make corrections.
- Performs related duties as assigned by supervisor.

Skills and Abilities Required:

- Ability to follow instructions.
- Ability to demonstrate effective interpersonal skills to represent the credit union in a positive and professional manner.

- Ability to effectively present oral and written communication.
- Ability to work both independently and within a team environment.
- Ability to operate an on-line terminal and other standard office equipment.

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.