

Chicago Municipal Employees Credit Union

Contact Information

Contact: If you are interested in this employment opportunity, please e-mail your resume to careers@cmecuonline.org, fax to 312-236-0962 or mail to, Chicago Municipal Employees Credit Union, 33 N. LaSalle, Ste. 300, Chicago, IL 60602.

Chicago Municipal Employees Credit Union is currently seeking self-motivated individual who can work independently and have the drive to move ahead to join our Accounting team. We are located in downtown Chicago. Our Credit Union is growing and committed to employee growth and customer satisfaction. Contact: If you are interested in our employment opportunities, please e-mail your resume to, careers@cmecuonline.org or fax to 312-277-7698

Title: **Junior Audit and Accounting Analyst**

Reports To: Sr. Audit and Accounting Analyst

Department: Accounting

Supervises: None

Date: January, 2011

FLSA: Exempt

Job Summary: Responsible for assisting the Sr. Audit and Accounting Analyst with the preparation and coordination of all aspects of the Credit Union Financial Planning Cycle adhering to NCUA, DFI, GAAP, IRS rules and regulations. Ensures timely accounting deliverables, including, monthly reports, budget preparation and analysis, revenue/quarterly forecasting, cost control, and operational metrics.

Essential Duties and Responsibilities:

- ❖ Responsible for the preparation and coordination of all aspects of the CMECU financial planning cycle. This includes interim forecasting and budgets which incorporates sales, profit, and facilities. Ensures plans reflect management's intentions.
- ❖ Prepare monthly reports for Management, ALM Committee and Board of Directors which includes balance sheet and income statement, reconciliation of classified loans, entries, billing and collections, and cash management.
- ❖ Oversee the general ledger to ensure that accounting activities are in accordance with standard accounting practices, GAAP, NCUA, DFI, GAAP and IRS regulations. Assist with Sarbanes-Oxley (SOX) compliance and communicate updates to management and staff.
- ❖ Perform cost analysis of credit union products, services, programs and departments presently in place and proposed.
- ❖ Help with internal and external audit process and various accounting improvement projects.
- ❖ Review internal financial controls to ensure integrity of financial data, protection of assets and adherence of corporate policies.
- ❖ Help with payroll processing.
- ❖ Other duties as assigned to accomplish the goals and objectives of the Accounting Department and the Credit Union.

Qualifications: Bachelor's Degree in Accounting; CPA preferred. Three or more years experience in accounting with an emphasis in public accounting, general and operational accounting in a financial institution. Strong organizational and analytical skills. Ability to prioritize, apply problem solving techniques, flexible, self-directed and operating with a sense of urgency. Highly detail oriented with excellent verbal and written communication with interpersonal skills to lead and develop accounting department. Experience in managing Sarbanes-Oxley Compliance, operations planning and forecast strongly preferred. Advance proficiency in Excel, Word, PowerPoint and Microsoft Outlook.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel objects, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; and bend.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate.

The responsibilities outlined in this document serve as a general description of the job function. It is not exhaustive in expectations or qualifications and should not be interpreted as such. Further, this document is not to be interpreted as a contract or guarantee of employment.
