

Chicago Municipal Employees Credit Union
Job Description

Title: Accountant	Reports To: Director of Finance
Department: Accounting	Supervises: None
Date: January 2021	FLSA: Exempt

Job Summary: Responsible for completion and maintenance of general ledgers and financial reports. Additional responsibilities include monthly analysis of general ledger accounts and posting and reporting payroll deductions and taxes.

Essential Functions:

- ❖ Post and reconcile daily transmissions and exceptions
- ❖ Post and reconcile daily credit card settlement reports
- ❖ Daily reconciliation of teller activity and checks disbursed
- ❖ Daily reconciliation and journal entry posting of activity on Federal Credit Union Accounts
- ❖ Post credit disability and credit life insurance payments to member accounts
- ❖ Reconcile money order activity
- ❖ Analyze, research, and post ATM adjustments.
- ❖ Maintenance of credit charge backs
- ❖ Maintenance of rejected/NSF loan payments
- ❖ GL Reclassification
- ❖ Post general ledger entries to reflect various activities
- ❖ Maintain working knowledge of various accounting software programs
- ❖ Reconcile Board of Education and City Payroll deduction postings as well reconciliation of appropriate general ledger
- ❖ Post collection agency recovery payments and reconcile appropriate general ledger
- ❖ Other duties as assigned to accomplish the goals and objectives of the accounting department and the Credit Union.

Qualifications: Bachelor's degree with minimum 5 years experience in Accounting function. Must have knowledge of GAAP and IRS regulations.

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.
