



**Position Announcement:** 1199 SEIU Federal Credit Union  
**Position Title:** Accounting Clerk  
**Department:** Finance Department  
**Location:** 498 7<sup>th</sup> Avenue, NYC  
**Classification:** Full-Time, Permanent. Un-Limited  
**No. of Positions:** 1

**Primary Function:**

Perform tasks necessary to balance and update general ledger and subsidiary accounts, maintain, and reconcile daily cash accounts, and manage other accounting-related duties. Prepare various accounting reports as requested.

**Responsibilities:**

- Prepare, pay, and file all accounts payable for the credit union. Research and resolve discrepancies.
- Prepare and enter daily and monthly general ledger transactions including investment activity and schedules, employee payroll, and 401(k) entries.
- Analyze and reconcile general ledger for various accounts as assigned.
- Post and reconcile the subsidiary records for the accrued income from investment accounts.
- Review daily cash balances.
- Research and adjust all open items, cash imbalances, and variances.
- Maintain knowledge of the personal computer and the various programs used by the Credit Union.
- Verify that financial system is appropriately backed up.
- Assist with daily, monthly, quarterly, and year-end data processing close-out procedures.
- Assist with the preparation of the NCUA Call Report and all other reports to applicable Federal, State and Local Agencies.
- Assist the Finance Supervisor with all the bookkeeping aspects.
- Perform other duties as directed by management.

**Performance Measurements:**

- Records kept are accurate and well documented for internal/external audit purposes.
- Demonstrates a professional attitude toward accounting and complies with Generally Accepted Accounting principles (GAAP).
- Financial Activity is balanced daily.

***Skills/Abilities:***

- Excellent communication skills.
- Professional appearance, dress, and attitude.
- Proficiency with PC-based financial applications.
- Strong attention to detail.
- Ability to work independently and within strict timelines.
- A team player who is considerate of other employees and ability to multi-task under pressure.

***Education:***

- Associate Degree with a major in accounting or business.
- 1-3 years' experience in bookkeeping.
- MS Office and knowledge of accounting software.

**All interested persons meeting minimum qualifications are encouraged to submit a resume and cover letter to Kathya Pierre, Chief Executive Officer of the Credit Union via e-mail to: [kpierre@1199federalcu.org](mailto:kpierre@1199federalcu.org).**

**1199 SEIU Federal Credit Union is an equal opportunity employer.**

**Posting date: December 6, 2021**

**Applications must be received by: January 28, 2021**