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# Senior Accountant

Shared Financial Solutions

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Position Title: Senior Accountant

Department: Accounting Dept. 52 HL2

Classification: Exempt

Revision Date: 1/1/2022

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## Reporting Relationships

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Position Reports to: Director of Accounting

Positions Supervised: None

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## Position Purpose

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Perform diversified financial and administrative activities as they apply to the accounting function of the Heartland Credit Union Association and affiliated entities.

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## Essential Functions and Basic Duties

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- Performs daily accounting functions and ensures complete and accurate financial, statistical, and accounting records of the Association and Shared Financial Solutions.
- Manage daily check deposits and reporting.
- Monitor monthly general ledger detail reports. Review account reconciliations and resolve discrepancies timely and review various source documents for accuracy in preparation of HCUA monthly financial statements.
- Prepare management reports as requested. Perform various special projects, as needed.
- Prepare required reporting for CUPACs
- Manage Events billing and reporting
- Process payroll and reporting
- Assist Director of finance with insurance, tax, investment, budget, annual audit and various other duties

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## Qualifications

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**Education/Certification:** • Bachelors degree in business administration with an emphasis in accounting, finance or related degree or equivalent work experience.

**Required Knowledge:** • Knowledge of current (Generally Accepted Accounting Principles (GAAP)

requirements.

- Experience Required:**
- Three - Five years of experience in accounting
- Skills/Abilities:**
- Professional, well-developed interpersonal and communication skills necessary for interacting with credit union personnel, regulators, auditors and serving as a representative of the Heartland Credit Union Association.
  - Ability to perform analysis of financial records including monthly and daily accounting functions and reports generated for management.
  - Strong organizational, prioritization and verbal/written communication skills.
  - Proficient at Excel, Word, Outlook, Teams, and PowerPoint. Experience with ADP and Intacct preferred.
  - The position requires a significant level of interpersonal skills. A significant degree of tact and diplomacy is necessary.

## Physical Activities and Requirements

- Talking:**
- Must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Average Hearing:**
- Able to hear average or normal conversations and receive ordinary information.
- Repetitive Motion**
- Movements frequently and regularly required using the wrists, hands, and/or fingers.
- Average Visual Abilities:**
- Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
- Physical Strength**
- Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.

**Send resume, cover letter, and salary requirements to [bmuck@HeartlandCUA.ORG](mailto:bmuck@HeartlandCUA.ORG)**

## INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may

pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as 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.