Accounting Manager

Chattanooga TN, Full Time

Scenic community Credit Union

Position Summary:

At Scenic Community Credit Union we advance the financial peace of mind within our Community. We are seeking an Accounting Manager to add to our team.

Duties and responsibilities:

* Preparation of the credit union financials for Management, Board of Directors and members under the rules and regulations of the State Department of Financial Institutions.
* The filing of all Federal and State financial reports on a timely basis as needed (including The CALL Report).
* Perform written evaluations on the job performance of subordinates to ensure quality of work.
* Assign, direct and review the work of the ACH Specialist and Accountant.
* Perform tracking, posting and reconciliation of all general ledger accounts, bank accounts, investments, accounts payable and accounts receivable held by the credit union and submit to CFO for approval.
* Perform daily cash management reconciliations.
* Perform and prepare all tax and other regulatory reporting requirements.
* Conduct internal audits, including teller drawer, vaults, ATMs, etc. according to schedules and as directed by Management and notify appropriate Management of any unusual discrepancies.
* Perform all month-end entries.
* Prepare unclaimed property reports.
* Prepare miscellaneous reconciliations for auditors, as requested.
* Track and reconcile fixed asset inventory.
* Notify supervisor of any unusual activity or discrepancy in Credit Union operations.
* Post journal entries from daily reports.
* Assist members with special circumstances or problems which are beyond the scope of the Lead Tellers.
* Investigates teller outages and institutes corrective action, as required by SCCU's cash handling policy.
* Assist Controller with special projects.
* Responsible for auditing gift cards.
* In addition to the aforementioned duties and responsibilities, any and all duties and responsibilities assigned by Management that may be deemed necessary or needed in the promotion and continuance of the credit union and are job related.

**Skills**

* Advanced computer skills on MS Office.
* Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
* High attention to detail and accuracy
* Ability to direct and supervise
* BS degree in Accounting or Finance
* 3-5 years experience in the financial industry field

**Base Pay: $45,000 to $50,000**

**Benefits:**

Medical (Employee premium paid for by the Credit Union)

Dental

ADD Insurance (paid for by the Credit Union)

LTD Insurance (paid for by the Credit Union)

Life Insurance (paid for by the Credit Union)

401K Match

Paid Time Off (20 days per year)

Bonus/Incentive (up to 10% of salary)

Paid holidays (11 per year)