

**Accountant I**

**Role:**

To support the financial management and operations of the Credit Union through maintenance of accounting records and reports. Performs relatively simple, repetitive tasks within the general accounting department.

**Essential Functions & Responsibilities:**

* Posts journal entries, processes payments, verifies information, files and assists in preparation of reports.
* Performs supporting administrative tasks within general accounting including processing mail, posting accounting entries, running errands, and assisting others within the departments as needed.
* Troubleshoot and resolve member and internal inquires in a timely and accurate manner.
* Performs other job-related duties as assigned.

**Knowledge and Skills:**

**Experience:** One year to three years of similar or related experience.

**Education:** A high school education or GED.

**Interpersonal Skills:** Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Other Skills:** Must be able to operate 10-key calculator by touch. Should know how to use PC spreadsheet software.

**Please send resume to:** [**hr@rrcu.org**](mailto:hr@rrcu.org) **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**