

**Accountant II**

**Role:**

To support the financial management and operations of the Credit Union through maintenance of accounting records and reports. Performs a wide variety of advanced accounting work under minimum supervision.

**Essential Functions & Responsibilities:**

* Posts journal entries, processes invoices, processes & reconciles daily and monthly accounting settlements and assist in preparation of reports.
* Troubleshoot and resolve member and internal inquiries in a timely and accurate manner.
* Assist supervisor with various month-end and quarter-end reporting.
* Maintains files, including general ledger journal, accounts payable documentation and other miscellaneous filings.
* Performs other job-related duties as assigned.

**Knowledge and Skills:**

**Experience:** Three years to five years of similar or related experience.

**Education:** (1) A bachelor's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree (e.g., information technology certifications in lieu of a degree).

**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. Must know how to use PC spreadsheet software. Must also be experienced and knowledgeable with accounting terms and processes.

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