

**KAUAI FCU
Job Description**

Job Title: Senior Accountant	Effective Date: February 2022
FLSA Status: Exempt	
Reports to: Chief Accounting and Risk Officer	
PURPOSE AND SCOPE	
<ul style="list-style-type: none"> Under the general direction of the Chief Accounting and Risk Officer (CARO), the Senior Accountant will be responsible for General Accounting and Financial & Managerial Reporting functions. Maintain general accounting function, which includes inter-company accounting, cash management/reconciliation, financial reporting, balance sheet management. 	
ESSENTIAL JOB FUNCTIONS	
1. Directly responsible for the completion of the day-to-day functions of the Accounting Department.	
2. Identify operational efficiency; maintain Accounting processes and resulting periodic reporting procedures. Perform timely analysis of periodic results and if warranted, recommend appropriate action(s) to the CARO.	
3. Meet on a regular basis with the CARO and other senior accountant and coordinate the direction and central planning necessary for the successful operation of this division and implementation of the Strategic/Action Plan. Assist with the development and implementation of the credit union objectives and budget.	
4. Ensures the safekeeping of credit union assets, including structures, equipment, employees, inventory, and cash.	
5. Maintains an up-to-date understanding of, and ensures that the department remains compliant with, operations-related laws and regulations.	
6. Ensures effective internal controls within the department. Responsible for application and evaluation of processes, ensuring that the Credit Union is in compliance with federal laws and regulations set forth by the National Credit Union Administration and other regulatory agencies.	
7. Creates, maintains, and helps optimize departmental procedures.	
8. Work with internal and external audits in the periodic review of the company's financial records. Responsible for the adherence of agreed upon recommendations, related to areas of responsibility, resulting from the audit findings.	
9. Assist the Coronavirus Rent and Utility Assistant (CRUA) team to maintain the GL reconciliation for grant accounting, including managing the funds flow and ensuring appropriate cash management.	
10. Adhere to policies and procedures (internal controls) in the place to provide reasonable assurance that the company assets are protected.	
11. Maintain a system of internal controls that will ensure that company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies and GAAP.	

12. Must comply with applicable policies, laws and regulations, including but not limited to the Bank Secrecy Act, the USA PATRIOT Act, Office of Foreign Assets Control, and the Equal Credit Opportunity Act.

13. Performs other duties as assigned.

SUPERVISION RECEIVED

- Able to work with minimal direct supervision from the CARO
- Empowered to solve problems in a professional and timely manner
- Exercise discretion and independent judgment in tasks/situations detailed in departmental procedures

MANAGEMENT/SUPERVISORY RESPONSIBILITIES

- None

MINIMUM EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree in Accounting and/or Two-year college degree with equivalent experience within financial services, accounting, and/or bookkeeping
- CPA preferred
- Proficient in Microsoft programs, specifically Excel and Word; ability to utilize/manipulate programs, such as creating spreadsheets and formulas, creating charts, merging program data, etc.
- Able to read, analyze and interpret common scientific and technical journals, financial reports and legal documents
- Experience with Smartsheet preferred
- Able to adapt to new technology, keep abreast of changes, and use technology to improve productivity
- Must be able to communicate (verbally and in writing) clearly in the English Language

PHYSICAL DEMANDS

Work Environment:

- "Moderate" noise level in an enclosed air-conditioned facility (e.g., office with computers, printers, work area with light traffic, telephones, etc.).
- May require continuous communication via telephone and other electronic messaging for up to 4 hours.
- Usually indoor work with occasional work outdoors.

- Must be able to lift, push, and pull a minimum of 25 lbs.
- Must be able to operate office equipment such as: computer, typewriter, fax, telephone, photocopier, and calculator.
- Position may require prolonged sitting, standing, and walking.

TRAVEL REQUIREMENTS

Some travel may be required to attend meeting/educational offerings by car or aircraft to various locations throughout the United States. The length of the travel varies by purpose.

ATTENDANCE REQUIREMENTS

- Please note that scheduled attendance requirements may change due to business needs.
- Scheduled days of work when the credit union is open:
 - hours may include Monday – Friday, 8:00 am – 5:00pm.
- Must be able to work additional hours, weekends, and Holidays as needed.