



## JOB DESCRIPTION

**Position Title:** General Accountant I  
**Location:** Sodus, NY

### General Summary:

Performs diverse accounting functions with a basic understanding of GAAP and financial principles and terms. Under the supervision of the Accounting Manager, the General Accountant I will participate in the preparation of journal entries and financial reports, analyze financial data, and assist with other accounting activities. Must be a motivated team player who maintains efficiency and accuracy while protecting and maintaining confidentiality of member and business information.

Understands and follows expectations of Reliant's corporate culture. Consistently demonstrates the attributes of accountability, respect, and teamwork. Provides quality service and strives to exceed service expectations. Acts in a professional, friendly manner at all times. Completes work timely and accurately.

### Duties & Responsibilities:

*The following duties and responsibilities for this position are not all inclusive; others may be required or assigned.*

1. \*Prepares assigned General Ledger account reconciliations.
2. \*Compiles financial information and prepares and posts G/L entries.
3. \*Assists in monthly general ledger closing process.
4. \*Develops and maintains Excel spreadsheets.
5. Assists in annual external audit and NCUA examination processes.
6. \*Provides support and technical assistance to branch offices and departments, maintaining open lines of communication to insure timely flow of information.
7. Cross-trains on other departmental functions, and performs responsibilities of others functions as necessary.

*\*Indicates an essential function of this position.*

### Required Knowledge, Skills and Abilities:

1. Basic knowledge and understanding of GAAP and accounting principles, terms, and guidelines.
2. Proficient personal computer skills, with knowledge of the Microsoft Office suite of products required. Intermediate level Excel knowledge and experience required (VLOOKUP, pivot tables, SUMIF, etc.).
3. Knowledge of General Ledger systems desired.
4. Strong verbal and written communication skills.
5. Ability to calculate figures and amounts such as but not limited to discounts, interest, commissions, percentages, depreciation, and amortization.
6. Ability to work independently as well as a part of a team.

7. Demonstrates strong attention to detail.
8. Demonstrates the ability to identify and problem solve in a timely manner.
9. Ability to work within the Corporate Culture of the credit union.
10. Ability to multi-task and prioritize while working in a high-volume, rapid pace environment.

#### **Minimum Training and Experience:**

1. Bachelor's Degree in Accounting or Associates Degree in Accounting with one to three years of job-related experience.
2. Credit union work experience is desirable.

#### **Physical Requirements**

1. Ability to use keyboard, monitor, telephone, and other standard office equipment.
2. Ability to communicate effectively with others in person and via telephone, email, and written documents.
3. Ability to decipher data contained in documents, reports, spreadsheets, etc., presented both on paper and electronically, including fine print.
4. Ability to access document files/filing drawers above and below waist levels.
5. Ability to travel throughout a two-story building including stair climbing and descent and/or elevator operation.
6. Ability to lift and move a minimum of 20 pounds.
7. Ability to sit and/or stand for extended periods.
8. Ability to work a flexible work schedule, which may require early mornings, late evenings, and/or weekends.
9. Capable of regular, reliable, and timely attendance.

#### **To Apply:**

Email or mail your resume and cover letter to:

careers@reliantcu.com

Attn: Careers  
10 Benton Place  
PO Box 40  
Sodus, NY 14551