



Oregon State Credit Union

Assistant Director of Accounting

Division: **Finance**

Reports to: **Director of Accounting**

Revision Date: **11/2017**

Annual Review completed on:

Classification: **Exempt**

Pay Grade: 14 E

Purpose:

Directs the daily operations of the Accounting Department, keeping the Director of Accounting informed regarding the operations of the department and employee matters. Assists the Director of Accounting in maintaining effective internal controls and providing financial and regulatory reporting. Actively supports and promotes the credit union movement through political advocacy.

Duties and Responsibilities

Essential Functions:

1. Ensures proper accounting with accurate and timely reporting of financial information. Ensures compliance with GAAP and FASB guidance and applicable law.
2. Assists in designing and implementing effective internal control processes and ensuring that proper procedures are in place.
3. Responsible for supervisory duties including but not limited to setting performance expectations, evaluations, employment issues, coaching, training and mentoring staff, etc. Upholds the credit union's EEO policy.
4. Responsible for supervision of areas including supply management, fixed asset inventory, payroll, and accounts payable
5. Assists in preparation and documentation to support external audit and regulatory examination processes.
6. Assists with the Operating Plan budgeting for the credit union and CUSOs. This includes forecasting non-interest income and expenses and monitoring and reporting on budget variances and financial projections.

Expectations:

Models the credit union culture through the following service standards:

- Maintains confidentiality at all times.
- Immediately acknowledges and extends a friendly greeting
- Takes ownership for service provided and effectively follows through
- Uses appropriate opportunities to educate
- Actively listens to and arrive at a mutual understanding time frame
- Pro-actively pursues and finds resolution
- Exercises unconditional positive regard and empathy

- Always express appreciation

Supervisory/Managerial Responsibility:

Assists with the supervision, hiring, evaluation, discipline and review of the work of Accounting Specialist staff.

Supervision/Management Received:

Very limited supervision and inspection of work. Under general management, manages daily a functional unit within a larger department. Often involved in identification and resolution of problems and errors of others, with input from immediate supervisor.

Job Scope:

The Assistant Director of Accounting assists in developing objectives and procedures for the Accounting Department within the policies, regulations and goals for the department. The nature of the work for this position is widely diverse and of a high degree of complexity. Decision making, problem solving and leadership capabilities are in constant demand, as problems may have overlapping functional or organizational boundaries. Problem solving may require proactive thinking, significant creativity and innovation. Consequences of error include the possibility of penalty for non-compliance with regulators or other federal/organization regulations and policies, as well as financial loss.

Interpersonal Contacts:

A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and is usually of a personal or sensitive nature. Work may involve motivating, influencing or training others. Outside contacts become important and fostering sound relationships with other entities (companies and/or other individuals) becomes necessary and often requires the ability to influence and/or sell ideas to others.

Required Job Skills and Abilities:

1. Excellent written and oral communication skills.
2. Ability to apply accounting principles and concepts.
3. Need intermediate mathematical skills.
4. Strong interpersonal skills.
5. Strong research, analysis and problem solving skills.
6. Excellent time management and organizational skills.
7. Strong supervisory and leadership skills.

Education and/or Experience:

1. Four year degree in Accounting or Finance
2. Three to five years of experience with an emphasis in the following areas: Cost Accounting, Payroll Accounting, Investment Accounting, Mortgage / Derivative Accounting, Budgeting and Forecasting.
3. Knowledge of GAAP and FASB rules.
4. Previous supervisory experience preferred.
5. Must be knowledgeable of Microsoft Office and database applications.

6. Experience in any or all of the following areas preferred:
 - a. Axiom Reporting and Budgeting software
 - b. Payroll related software
 - c. BankTel Fixed Assets and Accounts Payable Software
 - d. Quickbooks Accounting software
 - e. Keystone software
 - f. FICS Real Estate Loan and Commercial Loan accounting software

Working Conditions:

1. Sitting or standing for extended periods.
2. Occasional lifting, carrying, pushing, and pulling of items weighing up to 40 lbs.
3. Occasional reaching up to 24 inches.
4. Frequent keystroke activity.
5. Occasional early morning, late evening or weekend work.
6. Potential exposure to the threat of violence at any time.

Disclaimer:

This position description is designed to outline primary duties, qualifications, and job scope, but is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Our expectation is that each employee will make a willing and enthusiastic contribution whenever necessary to ensure the success of the credit union.