

Accountant II

Hours: Full-time, 40 hours per week or Part-time with flexible hours between 8:30am – 5pm

Salary: Based on experience

Job Description:

We at the University of Nebraska Federal Credit Union like to make a difference in our customers' lives and we work hard every day to help our members save time and money. As an Accountant II with us, you will maintain the Credit Union's accounting records and reports, ensuring they are in compliance with generally accepted accounting practices and banking accounting practices.

Duties & Responsibilities:

- Oversees ACH and EFT services. Posts transactions, processes exceptions and returns, balances general ledgers, handles unauthorized entries, processes reclamations, and helps with member questions or problems. Ensures we are in compliance with vendor mandates, government regulations, and helps to implement changes when needed.
- Compiles, prepares and reconciles financial statements and supporting reports. Assists with quarterly reporting, ALM processing, and other month-end, quarter-end, or year-end tasks. Prepares requested information for auditors and examiners as instructed.
- Balances general ledgers and reconciles all GLs on balance sheet as needed. Balances third party accounts including certificate investments, securities and loan services.
- Verifies and scans ACH originations, auto transfers and scheduled payments. Provides backup for payroll deductions and the daily balancing of Teller drawers. Balances checks written and general ledgers; reviews and scans all documents within the daily work.
- Helps to process domestic and international wires as needed.
- Performs other job related duties as assigned.

Qualifications/Requirements:

- **Experience:** Two years of similar or related experience.
- **Education:** Associates degree in accounting, finance, business administration, statistics or related field and experience with accounting/financial management systems OR 2 years' experience with professional accounting procedures including developing and modifying accounting/financial management systems.
- **Other Skills:** Candidate should have excellent analytical and problem solving skills, strong written and oral communication skills, and be detail oriented and organized. Must have basic accounting knowledge and be proficient in Microsoft Office (Word, Excel, Outlook). Must be able to operate a ten key calculator.

University of Nebraska Federal Credit Union is an Equal Opportunity Employer

Contact Person: Sam Cressler

Send resume with cover letter and salary requirements

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