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| **Job Description** |
| **Job Title:** | Financial Accountant | **FLSA Status:** Exempt | **Revision Date:**3/15/2020 |
| **Reports To:** | CFO |
| **Department:** | Accounting | **Salary Grade:** |
| Position Overview |
| The Financial Accountant analyzes financial data, prepares a variety of financial reports, coordinates the budgeting process, and provides subject matter expertise related to product pricing. |
| **% Time** | **Essential Responsibilities** |
| 45% | Financial Reporting* Prepares a variety of financial reports by collecting, verifying, analyzing and organizing data
* Identifies and resolves discrepancies internally and with bank records
* Financial reports include:
	+ Stockholder Quarterly/Annual Report
	+ Regional office volume reports
	+ Journal voucher verification
	+ Ad-hoc financial reports
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| 35% | Budget/Planning* Coordinates the collection of all requested budget items from department heads
* Determines the appropriate classification of expenses (expense vs. capital) and the appropriate general ledger account
* Determines the need for new general ledger accounts and creates accounts as needed
* Prepares budgets and develops forecasts
* Compiles, analyzes and discusses forecasted numbers
* Enters final budget data into the budget software
* Communicates approved expenses to regional managers
* Calculates and prepares individual regional office goals from final cooperative goals
* Verifies final budget numbers are accurate and reasonable
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| 10% | Corporate Credit Card* Recommends and prepares policies and procedures related to the use of corporate credit cards
* Processes approved cards
* Prepares monthly statements for each individual user and obtains their approval of the charges
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| 10% | Special Projects* Researches, analyzes and recommends the implementation of new software or accounting processes
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| N/A | Data Security and Confidentiality* Appropriately protects the confidentiality, security, and integrity of the Association’s systems and data and clients’ data
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| **Minimum Qualifications** |
| **Education** | Bachelor’s degree in accounting, finance or a related field |
| **Prior Work Experience** | 5 years of accounting experience, including experience preparing financial statementsOr an equivalent combination of education and experience sufficient to perform the essential functions of the job |
| **Certifications** | None |
| **Knowledge and Skills** | Expert knowledge of accounting principles, practices and methods |
| Expert knowledge of budgeting processes |
| Expert knowledge of internal financial control practices |
| Working knowledge of Generally Accepted Accounting Principles (GAAP) |
| Skill in preparing financial statements and reports |
| Skill in maintaining and updating a general ledger |
| Skill in preparing and monitoring a budget |
| Skill in utilizing Word, Excel, PowerPoint, and Outlook to increase efficiency and effectiveness |
| Skill in analyzing complex financial data by using logic and quantitative reasoning |
| Skill in organizing material and information in a systematic way to optimize efficiency |
| Skill in balancing logic and intuition to make sound decisions in a timely manner |
| Skill in establishing and maintaining relationships with a variety of internal and external organizations and individuals to advance the organization's interests and increase personal efficacy |
| Oral and written communication skills sufficient to discuss a variety of job-related topics, and to effectively communicate complex topics to a variety of audiences |
| Skill in prioritizing assignments to complete work in a timely manner |

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| **Supervisory Responsibility** |
| None |

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| **Physical Requirements** |
| While performing the duties of this job, the team member is required to have ordinary ambulatory skills; ability to stand or sit, bend or stoop, and manipulate (lift, carry, move) light weights of up to 5 pounds. Requires, hand and finger dexterity and visual acuity to use a keyboard, operate office equipment and read. The team member frequently is required to sit, reach with hands and arms, talk and hear. Position requires frequent typing, up to 90% of the time. |

The above statements are intended to describe the general nature and level of work being performed. This is not intended to be an exhaustive list of all responsibilities, duties, and skills required of this position. Management retains the discretion to add to or change the duties of the position at any time.