

Accounting/EFT Manager

LOCATION: Laurel, MD

CREDIT UNION EXEMPT GRADE 13

Essential functions include: to direct the Credit Union's accounting, electronic funds transfer, and electronic card services operations including the management of four support associates; ensure proper financial controls, policies, and procedures are in place to maintain the integrity of the Credit Union's financial data, records, and assets; to be responsible for managing the Credit Union's ACH, sharedraft (check), and ATM/debit card operations; to prepare, analyze, and record daily/monthly accounting entries and reconcile balance sheet accounts; to prepare monthly financial statements including quarterly NCUA Call Reports; to perform accounts payable duties, manage daily cash and investment balances, to work on new projects as required and provide financial analysis as needed;.

Candidate qualifications: Bachelor's degree in Accounting or related field, 2-3 years relevant experience preferably in a Credit Union or Financial Institution, have a strong working knowledge of GAAP and other current applicable regulations, with excellent leadership abilities. Additional qualifications include being proficient in using all Microsoft Office Suite products with advanced or above average Excel skills, excellent written and verbal communication skills, excellent organizational skills, able to work independently as well as in group environments, experience with developing internal controls, good time management skills with the ability to meet intensive deadlines, must be able to maintain confidential information, and have a strong aptitude for problem solving. ACH Accredited Professional (APP) is a plus.

Mail Resume: Market USA FCU, Attn: Doug Drury, 8871 Gorman Road, Suite 100, Laurel, MD 20723 or email to jobs@marketusafcu.com