

Chicago Municipal Employees Credit Union

Job Description

Accountant (Part-time)

Chicago Municipal Employees Credit Union is the oldest operating credit union in the state of Illinois. CMECU was established in 1926 as a not-for-profit, member-owned financial cooperative. Our goal was to give our members the ability to control their own financial destiny. This goal remains the same today as it did in 1926.

CMECU is seeking a ***part-time*** Accountant 1 to join our team. As a member of the team you will work with the accounting team and CEO, and will be responsible for the completion and maintenance of general ledgers, reconciliations, budget and financial reports. Additional responsibilities include monthly analysis of general ledger accounts, revenue and expense analysis and monthly financial statements.

Essential Functions:

- ❖ Payroll Processing
- ❖ Post and reconcile daily transmissions and exceptions
- ❖ Post and reconcile daily credit card settlement reports
- ❖ Daily reconciliation of teller activity and checks disbursed
- ❖ Daily reconciliation and journal entry posting of activity on Federal Reserve and correspondent bank accounts
- ❖ Post credit disability and credit life insurance payments to member accounts
- ❖ Reconcile money order activity
- ❖ Analyze, research, and post adjustments.
- ❖ Reconcile traveler's check activity
- ❖ Post general ledger entries to reflect various activities
- ❖ Maintain working knowledge of various accounting software programs
- ❖ Reconcile Board of Education, BCBSA, BCS Financial and City Payroll deduction postings as well reconciliation of appropriate general ledger
- ❖ Post collection agency recovery payments and reconcile appropriate general ledger
- ❖ Accounts Payable
- ❖ Budget
- ❖ Assist with audits
- ❖ Other duties as assigned to accomplish the goals and objectives of the Accounting department and the Credit Union

Qualifications: Bachelor's degree in Accounting with minimum 2 years experience in accounting function. Must have knowledge of GAAP and IRS regulations.

The responsibilities outlined in this document serve as a general description of the job function. It is not exhaustive in expectations or qualifications and should not be interpreted as such. Further, this document is not to be interpreted as a contract or guarantee of employment.
