Ontario Shores Federal Credit Union has continued to grow into a full-service financial institution that serves over 12,000 members in the Western New York counties of Niagara, Orleans, Genesee, Wyoming, Cattaraugus, Allegany, and Steuben and is seeking an Accountant to join our growing organization!

A member-owned institution, we prioritize our members' best interests. Our devoted team of employees and Board of Directors collaborate to promote and protect the financial well-being of our members and communities we serve by providing value-creating services, offering sound financial guidance, and building trusted relationships.

Job Type: Accountant (on-site)

Shift and Schedule: Full-Time; Monday – Friday, 8:15am – 5:15pm

Location: Newfane, NY

Pay: $60,000 - $65,000 per annum

Additional Salary Information

The salary range reflects our good faith and reasonable estimate of the possible compensation at the time of posting, the role and associated responsibilities, and the experience, education, and training of the selected candidate.

The Opportunity

Supports the financial management and operations of Ontario Shores FCU by maintaining accurate accounting records, preparing financial reports, and ensuring compliance with regulatory requirements. Perform tasks necessary to balance and update general ledger and subsidiary accounts, maintain and reconcile daily cash accounts, and manage other accounting-related duties. Prepare various accounting reports as requested.

Duties and Responsibilities

- Review and examine financial data. Generate a variety of reports and statements as requested by management. Prepare financial statements and reports on a regular basis. Examples of reports include teller variance report, daily cash flow report, renewable and share insurance reports.

- Prepare, pay, and file all accounts payable and receivable, record disbursements, expenses, and other payments for the credit union. Research and resolve discrepancies.

- Prepare and enter daily and monthly general ledger transactions including investment activity, employee payroll, and employee retirement account entries.
- Analyze and reconcile general ledger for various accounts assigned.
- Post and reconcile the subsidiary accounts for the accrued income from investment accounts.
- Post investment interest checks.
- Review daily cash balances. Maintain general ledger accounts, reconcile bank statements, and ensure all accounts are current and in balance daily.
- Research and adjust all open items, cash imbalances, and variances.
- Set-up and run all prepaid and fixed asset items in the depreciation program.
- Review and enter employee expenses into the general ledger.
- File and store general ledger journals daily.
- Ensure that all activities of the accounting department are in accordance with GAAP and that the accounting records are maintained accurately and in compliance with laws and regulations.
- Assist in month-end and year-end closings, and support auditors and regulatory examiners.
- Perform other duties as assigned, including special projects and process improvements.
- Adhere to OSFCU's organizational Mission, Vision, and Core-values.

The above duties & responsibilities are intended to describe the general nature and level of work being performed by the Accountant and are not intended to be a complete list of all responsibilities, duties, and skills required to fulfill this role.

Job Competencies

- Accountability, dependability, problem-solving, productivity, and attention to detail.
- Strong interpersonal and communication skills.
- Intermediate mathematical skills (decimals, percentages, fractions).
- Ability to work in a team environment and maintain a positive, supportive attitude toward members.

Minimum Qualifications:

- Bachelor's degree in accounting or business administration or equivalent work experience.
- Strong dedication to accuracy and efficiency.
- CPA certification a plus.
- Excellent communication, time management, and people skills.
- Overall knowledge of Generally Accepted Accounting Practices.
- Analytical skills to review general ledger accounts and reconcile accounts.
- Ability to work independently and collaboratively with staff at various levels.
- Familiarity with financial management software, core banking systems, and Microsoft Excel is highly valued.
- Attention to detail, analytical thinking, effective communication, and integrity.
- Credit Union and/or banking experience desirable.
- Two-five years accounting experience preferred.

Benefits:

- We reward great work with great benefits! In addition to competitive compensation, Ontario Shores FCU offers a generous benefits package.

Our employees are the most valuable asset we have. We promote a culture that values the contribution of all our employees, which is what enables us to serve our diverse, growing membership so well. Ontario Shores FCU appreciates candidates with experience that align with our unique work environment and invites you to apply with both your cover letter and resume for our Member Service Representative positions today!

To learn more about Ontario Shores Federal Credit Union, visit our website at osfcu.com.

All qualified applicants will receive consideration for employment without regard to the individual's race, color, sex, national origin, religion, age, disability, genetic information, status as a military veteran or any other characteristic protected by applicable law