



Financial Operations Clerk

Non-Exempt | Hourly (\$16.50 - \$23.39)

OVERVIEW

The Financial Operations Clerk performs tasks necessary to balance and update general ledger accounts as well as maintain and reconcile daily cash accounts. Additionally, the Financial Operations Clerk assists with card services as needed. Reports to the AVP of Finance & Card Services.

DUTIES AND RESPONSIBILITIES

25% Responsible for daily, weekly, and monthly journal entries, settlement, and balancing associated with various general ledger accounts.

20% Responsible for terminal support to include general ledger balancing, reconciliation, cash management, and troubleshooting.

15% Provide additional support to card services as needed to include imaging, compromises, disputes, file maintenance, card orders, and reports.

15% Assist finance department with tasks including but not limited to imaging, additional settlements, reconciliation, reporting, accounts payable, and ACH as needed.

15% Perform tasks necessary to assist the department leads working with auditor/examiners on year-end and comprehensive audits. Assist in ensuring that all audit policies and procedures are followed and completed within specified time frames.

5% Maintain working knowledge of various account software programs.

5% Perform other duties as assigned.

Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

EDUCATION AND EXPERIENCE

Experience

A minimum of 2 years of similar or related experience

Education

- High school education or GED required
- Completion of a two-year college degree or specialized certification preferred but not required

Interpersonal Skills

- Ability to maintain a significant level of trust, confidentiality, and professionalism
- Adept at prioritizing multiple and sometimes conflicting tasks
- Outstanding financial and organizational skills
- Advanced proficiency in Microsoft Office (Word, Excel)
- Must remain flexible in contributing to the changing needs of the finance and card services teams

ADA REQUIREMENTS

Individuals must perform primarily sedentary work with limited physical exertion and occasional lifting of up to 50 lbs. Must be capable of climbing and descending stairs in an emergency. Must operate standard office equipment including computer, conference room monitor, telephone, copier, facsimile, and calculator. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ACKNOWLEDGEMENT

This job description is not a contract and should not be presumed to guarantee employment. Infuze Credit Union is an Equal Opportunity Employer and does not discriminate against employees or applicants based on race, color, religion, gender, national origin, disability, age, or any other category protected by law.

EMPLOYEE

DATE

AUTHORIZED REPRESENTATIVE

DATE