

At Pioneer Valley Credit Union, we create an environment where open communication and mutual respect are valued. As we continue to advance in introducing new technologies to our members to satisfy their financial needs and offer modern conveniences for today's discerning consumer, we continue to embrace the warm interaction for which credit unions are founded. Our employees are committed to a strong set of values and member service philosophy, dating back to the opening of our doors in 1923.

Our competitive and generous benefits include paid vacation and sick leave, medical, vision and dental benefits, short-term and long-term disability coverage, company paid life insurance, 401K with match, paid holidays, and a family-friendly environment. Our total compensation and total benefits are highly competitive within the industry.

We strive to add value to our members' lives by providing them with fast, easy, and convenient service. *The Credit Union Philosophy of "People Helping People" is and will always be our main priority.*

Job Title: Accounting Assistant

Job Status: Part-Time 30 Hours Weekly

This part-time position works 6 hours a day Monday through Friday. This position is a great opportunity and would be ideal for someone who has a passion for numbers and is organized. The right person will be working alongside a fantastic team of professionals who will help to guide and train their new co-worker.

The primary function of the Accounting Assistant will support management by performing daily reconciliation of a wide variety of accounting work. Process invoices and department mail. Prepare financial data, monitor investment records, and maintain record retention This position reports to the Accounting Manager.

Here are some of the highlights of our Accounting Assistant job opportunity.

- Post, reconcile and maintain general ledger accounts.
- Reconcile daily accounts.
- Maintain, process, and monitor investment records.
- Reconcile debit card fraud claims.
- Process and maintain accounts payable.
- Maintain the accounting department's daily record retention.

REQUIRED STANDARDS FOR ALL EMPLOYEES:

Ensure quality service in all member interactions. Maintain a positive work environment that is respectful and professional towards members, co-workers, supervisors, vendors, visitors. Maintain complete confidentiality of member, employee, and Credit Union information. Abide by the Bank Secrecy Act, related Regulations, Truth & Savings Disclosure and Regulation E and dispute rules and ensure the safety and soundness of the Credit Union in all transactions and interactions.

***NOTE:** This list of essential functions is not intended to be exhaustive. It may be supplemented from time to time as required and at the request of one's supervisor and/or senior management.*

Knowledge, skills, and experience required:

- Minimum of 2 years college degree in finance and/or accounting is preferred.
- One year's experience in banking and/or financial services experience preferred, work experience in a credit union environment a plus.
- Excellent organizational and time management skills; attention to detail.
- Ability to work with time sensitive processing to meet daily deadlines.
- Ability to work with little supervision while performing duties.
- Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for the purpose of giving or obtaining information which may require some discussion.
- Ability to communicate orally and in writing with members, management, vendors, etc.
- Position requires the ability to work on a keyboard, sit for prolonged periods of time, exerting up to 25 pounds of force occasionally to lift, carry, push, pull or otherwise move objects. Job involves sitting most of the time.

Pioneer Valley Credit Union is an Equal Opportunity Employer. We are committed to building an inclusive and diverse workforce.

Please send resumes to HumanResources@pvcu.org

List all corresponding documents that reference this document, (including Forms, Procedures Templates, and HR Handbook),

PVCU-HR-000 PVCU Document Control Log

Document Control Summary History Record

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Approval Signature	Date
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