

# Accounting Assistant

**Location:** Romeoville Branch  
1350 West Renwick Road  
Romeoville, IL 60446



**Status:** Full-Time

**Hours:** 40 hours per week: alternating 9:30am-6:00pm or 8:30am-5:00pm;  
Depending upon department needs may need to provide coverage at 8:00am as well as Saturdays.

**Reports to:** Accounting Supervisor

## Description of Position:

Delivers high-quality service to internal and external members. Responsible for processing Accounts Payable, daily ACH, Shared Branching, and returned deposit items. Also provides backup to the Accounting Specialist (Payroll), as necessary.

## Qualifications:

### Education:

- High School Graduate required, Associates Degree in Business preferred

### Experience:

- Two years of experience in a financial institution accounting environment preferred

### Knowledge and Skills:

- Must be proficient in computer applications and possess excellent organizational skills
- Demonstrate the ability to meet deadlines
- Able to work without close supervision
- Must be detail-oriented with strong analytical skills

## Job Duties:

1. Responsible for ACH processing to include daily exception posting, returns, compliance, etc.
2. Responsible for Accounts Payable function, including analyzing invoices, researching discrepancies, and ensuring all invoices are scanned into the optical storage system.
3. Responsible for Shared Branch Balancing, adjustment processing, etc.
4. Process all returned deposit items.
5. Processes all corporate credit card expenses in a timely manner.

6. Process employee expense reimbursements while checking for accuracy and proper documentation.
7. Responsible for the accurate and timely reconciliation of all assigned general ledger accounts.
8. Serve as backup for all other daily accounting department tasks.
9. Serve as backup to the Card Services area.
10. Assist with the month end close process, as needed.
11. Researches problems and errors on member accounts. Works closely with Member Service Representatives to resolve problems in a timely and professional manner.
12. Other duties as assigned

**Standards of Performance:**

Prepares and balances all accounts on a daily basis. All work must be accurate and well documented. Demonstrates a professional appearance, attitude, and demeanor at all times.

**Physical Requirements:**

<b>Task</b>	<b>Time</b>
Sit	Over 2/3 of time
Computer use including typing, navigating a mouse, reading the screen, etc.	Over 2/3 of time
Use hands/fingers to handle/feel office supplies, paper, etc.	Over 2/3 of time
Talk, hear* and read	Over 2/3 of time
Lift up to ten (10) pounds	Under 1/3 of time
Close vision* - clear vision at 20 inches or less	N/A

\* With or without corrective devices