

## Accountant

### Job Description

Handles monthly reconciliation and audit preparation of general ledger cash accounts.

Performs necessary functions for reconciliation with the Federal Reserve Bank, the Federal Home Loan Bank and other accounts as needed.

Maintains the fixed asset and associated depreciation schedules on the FAS software for general journal entries; ensures proper recording of new purchases. Coordinates the biennial physical inventory for all branches. Prepares quarterly roll forwards.

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

Reconciles month end reports, payoffs and adjustments with purchased loan servicers. Confirms month end interest rates and paid to dates have adjusted correctly and corrects any errors prior to month end. Prepares monthly purchased loan delinquents reports per servicer's trial balance and provides to loan servicing and financial reporting. Reconciles daily and monthly reports and remits funds and reports to investors of sold loans within a specified time frame.

Prepares FRB cash orders from branch requests, orders cash from FRB and notifies armored courier of amounts and delivery location(s). Ensures cash is ordered to meet delivery deadlines. Maintains reserve balances with the armored courier and reconciles coin and currency vaults held at the courier.

Files 945 tax return. Reviews any IRS correspondence relating to 941 or 945 returns. Addresses any differences the IRS finds between the returns and the electronic files containing w-2s, 1099-R, etc.

### Qualifications and Skills

Must have a good understanding of FHLMC, FNMA and FHLB MFP rules and guidelines.

Bachelor's degree in Accounting.

Qualified candidates should email resume and cover letter with salary requirements to [hr@njfcu.org](mailto:hr@njfcu.org).

North Jersey Federal Credit Union is an Equal Opportunity Employer.