



Denver Municipal Federal Credit Union

Job Description: **3000**
Accounting/Data Processing Supervisor

Date: April 1995

Reports to: Vice President of Finance

Objective: To supervise and maintain the quality and progress of work in the Accounting/Data Processing Department.

Essential Responsibilities:

1. Supervises accounting and data processing operations, and ensures for staff compliance to established job standards and with credit union policies, procedures and NCUA rules and regulations.
2. Provides courteous and personal internal/external member services.
3. Supervises and directs activities of Accounting/Data Processing personnel.
4. Supervises the maintenance of accounting records in accordance with credit union policies/procedures, generally accepted accounting practices, and NCUA rules and regulations.
5. Controls, schedules and prioritizes the daily work flow and ensures for proper staffing.
6. Trains and directs staff in new procedures/products.
7. Prepares monthly financial statement and statistical reports.
8. Gathers analyses and prepares financial data as required by senior management.
9. Performs payroll and benefit administration, as directed.
10. Pays credit union expenses weekly.
11. Supervises and develops an effective and efficient staff: conducts training, performance appraisals, merit reviews and develops performance standards for Accounting/Data Processing personnel.

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12. Maintains the investment portfolio and performs related administrative tasks.
13. Supervises the daily reconciliation of all areas of operation ensuring completeness and accuracy, including: all general ledger clearing accounts, payable accounts and receivable accounts, and monthly bank statements.
14. Maintains records of fixed assets and amortization/depreciation schedules.
15. Establishes new investments and maintains files, as directed.
16. Supervises the processing of all accounts receivable/payable, including: posting journal entries for receipts, disbursements, and general ledger transactions; and verifying member share and loan subsidiary ledgers balance with their respective control accounts.
17. Ensures compliance with the Colorado Unclaimed Property Law in properly eschewing accounts to the State Controller.
18. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: Bachelor's Degree in Accounting or National Credit Union Institute Certification with recent and related work experience or three (3) years of recent and related work experience. One (1) or more years of recent and related experience supervising a comparable accounting/data processing operation. Must be able to work flexible hours. Must be bondable.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

Physical/Environmental Characteristics: Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**