



Denver Municipal Federal Credit Union

Job Description: **3020**
Accounting/DP Technician II

Date: April 1995

Reports to: Accounting/Data Processing Supervisor

Objective: To provide full-performance support in the delivery of all accounting/data processing efforts. To lead and provide technical direction on accounting/data processing activities to staff, supervisors, managers, Select Employee Groups (SEG) and other users, as directed.

Essential Responsibilities:

1. Leads and provides technical direction on accounting/data processing activities to staff, supervisors, managers, Select Employee Groups (SEG) and other users, as directed.
2. Provides courteous and personal internal/external member service.
3. Verifies check vouchers for numerical sequence, as scheduled or directed.
4. Processes, prints, posts or reconciles various accounting/data processing activities; including: Savings Bond purchases and redemptions; returned checks from the Federal Reserve Bank; student loan entries; pays credit union expenses, files and maintains records and computer generated reports; remits member credit life/credit disability insurance premium reports; posts credit union lease payments; and researches and reconciles the general ledger for outstanding items, as scheduled or directed.
5. Maintains the investment portfolio, as scheduled or directed.
6. Maintains IRA and back-up withholdings and submits reports, as scheduled or directed.
7. Coordinates and rotates the opening, closing and month-end processing or computer operations with the Systems Administrator and Accounting/DP Technician I, as directed.
8. Provides technical direction to subordinates staff and co-workers, as directed.
9. Performs the annual escheat of accounts, as directed, which includes: prepares and mails notices to members; updates database as replies are received; and assists with accurate

reporting to the State of Colorado.

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10. Prepares credit union records for destruction in an accurate and timely manner.
11. Ensures for the accurate and timely preservation and maintenance of all designated credit union accounting/data processing records, including boxing of accounting records, data file/disc maintenance and off-site storage. Keeps supervisor informed of concerns and recommends improvements when appropriate, requested or required.
12. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: Associate's Degree or equivalent, and four (4) or more years of recent and related work experience. 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.**