



Denver Municipal Federal Credit Union

Job Description: **3030**
Accounting/DP Technician I

Date: April 1995

Reports to: Accounting/Data Processing Supervisor

Objective: To ensure that members' payroll deduction requests are implemented promptly and accurately. To learn accounting operations and provide back-up support for in-house computer system operations.

Essential Responsibilities:

1. Ensures that members' payroll deduction requests are implemented promptly and accurately. Provides courteous and personal internal/external member service.
2. Updates payroll deduction billings daily and maintains member payroll distributions on the in-house computer system daily.
3. Acts as the credit union liaison with payroll clerks of sponsor organization and Select Employee Groups (SEG) regarding payroll deduction changes.
4. Provides accurate and timely information to members concerning payroll deductions.
5. Processes void warrants immediately upon notification from Payroll Clerk and notifies the Collection Officer of negative balances and/or delinquent accounts if applicable.
6. Processes exception payrolls for SEGs when received in the Accounting Department.
7. Processes, prints, or reconciles various accounting/data processing activities; including: system generated letters; membership cards; loan coupons; time checks reimbursements; time checks general ledger entries; and reconciles share draft, ATM and payroll/ACH activity within established timetables or schedules, as directed.
8. Posts various accounting/data processing activities, including: ACH transactions from the Federal Reserve Bank; VISA debit/Automated Teller Machine (ATM) activity; Positive Balance Files (PBF); and VISA credit activity to First Security within established timetables or schedules, as directed.

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9. Coordinates and reconciles various accounting/data processing activities, including: activity with the credit union share draft processor; activity with credit union ATM processor and acts to resolve all reject items concerning ATM transactions; and activities with the Colorado Check Connection in the collection of below minimum share and share draft accounts resulting from share draft and/or ATM activity.
10. Prepares appropriate general ledger posting concerning share draft, ATM or payroll/ACH.
11. Prepares to receive daily share draft transmission from the share draft processor.
12. Resolves share draft exception items, determines return items, and transmits returns to processor.
13. Assists the Systems Administrator with opening, closing and month-end computer operations on a rotating basis, or as scheduled.
14. Provides the Marketing Department with Accounting/DP Department supply requisitions as scheduled or directed.
15. Performs other related duties; including special projects; as required or requested.

Qualifications:

Education/Experience: Associate's Degree or equivalent; and three (3) 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.**

