



Denver Municipal Federal Credit Union

Job Description: **3040**
Account Clerk

Date: April 1995

Reports to: Accounting/Data Processing Supervisor

Objective: To maintain accurate and current accounting records.

Essential Responsibilities:

1. Organizes and files transaction receipts daily.
2. Verifies check vouchers for numerical sequence daily.
3. Processes returned checks from the Federal Reserve Bank daily.
4. Reconciles money orders and travelers check sales daily.
5. Remits checks for credit union expenses as directed by the Vice President of Finance.
6. Remits member credit disability/credit life insurance premium reports monthly.
7. Calculates and records Use Tax monthly. Submits Use tax report quarterly.
8. Opens, closes and performs month-end computer operations on a rotating basis.
9. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: High School diploma or equivalent, and two (2) 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.

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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.**