



We are Hiring an **Accounting Specialist**

Full-time \$14.20-\$19.53/hour

Do you like analyzing numbers? We are looking for an Accounting Specialist to help NorthRidge Community Credit Union further its missions to improve the financial lives of our members and our communities. NorthRidge is committed to empowering our members to take control and realize financial freedom.

Accountant Responsibilities:

- Performs duties of accounting associates to include: Posting of journal entries, processing payments, verifying information, filing, and assisting in preparation of reports; reconciling Credit Union transaction accounts, posting to and balancing general or subsidiary ledgers, compiling segments of monthly closings
- Prepares reports on complex budget or income and expenditures records; prepares special reports exercising considerable initiative in arranging details to obtain end objectives.
- Assists accounting associate with work assignments and reviews for accuracy and completeness.
- Remains in compliance and follows all BSA policy and procedures including the completion of annual BSA training.
- Maintains effective communication and coordination with Credit Union personnel and with management.

Qualifications:

- Two to five years of similar or related experience preferred.
- A two year college degree in Accounting or Finance related field.
- Courtesy, tact, and diplomacy are essential elements of the job.
- Must be experienced and knowledgeable with accounting terms and processes.
- Must be able to lift or carry 20 pounds with or without accommodation.
- Must be able to work in a stationary environment for most of the day.
- Travel between locations, for training and conferences is required.

To Apply:

Please email resume and cover letter to: employment@nrccu.org.

This position is located in Hoyt Lakes, MN, however you may also be asked to work in any of our 4 other locations: Virginia, Biwabik, Ely or Hibbing.

NorthRidge Community Credit Union is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, military or veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.