

Kaua'i Government Employees Federal Credit Union (KGEFCU) seeks an **EXPERIENCED Staff Accountant** to join our dedicated team.

This full-time position offers competitive wages, comprehensive medical coverage, and excellent benefits. Salary will be commensurate with experience.

About KGEFCU:

Kaua'i Government Employees Federal Credit Union (KGEFCU) was established in 1947 to serve all County, State, and Federal Government Employees and their families in their basic financial needs. After half a century of service, and rated as one of the top Credit Unions in the State of Hawaii, Kaua'i Government Employees Federal Credit Union continues to offer its members a variety of financial services and products, at attractive rates, and at little or no cost to its members.

About This Opportunity:

Develop, manage, and maintain accounting information and reporting on income, expenses, assets, liabilities, and capital for management planning and for financial reporting requirements. Ensure that reports, accounts, systems, policies and practices adhere to generally accepted accounting principles (GAAP). Prepare financial statements, call reports and reconciliation of all general ledgers and bank statements. Assist additional departments when necessary.

The position requires interaction with all levels of personnel throughout the organization including department management, external auditors and regulatory agencies.

Essential Duties & Responsibilities:

- Pays invoices by verifying transaction information, obtaining authorization of payment, processing charges and refunds; identifying delinquent accounts and insufficient payments.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Updates receivables by totaling unpaid invoices.
- Resolves invalid or unauthorized deductions by following pending deductions procedures and entering adjusting entries.
- Assist in bank reconciliations.
- General Ledger through financial statements.
- Performing general AR and AP functions including the preparation of customer invoices, receiving and posting payments.
- Performing other general accounting duties as assigned.

Qualifications:

- Bachelor's degree in Accounting/Business Administration or equivalent industry accounting experience.
- Minimum 4 years accounting, bookkeeping, or industry experience with demonstrated knowledge.
- Required experience with general ledger journal entry preparation and documentation, as well as balance sheet account reconciliations and documentation.
- Highly skilled in the use of Excel and Word.
- Experience using accounting software applications preferred.
- Proven organizational and time management skills.

- Excellent analytical, interpersonal and communication skills required.

Additional Skill Sets:

- Work closely with staff to ensure that member care is handled in the most professional and efficient manner.
- Answer and direct calls to appropriate personnel in a kind and courteous manner.
- Possess outstanding verbal and written communication skills.
- Communicate accurately and efficiently via phone, email, text, etc., with members and colleagues.
- Patience and calmness under pressure.
- Computer literate and proficient.
- Be reliable, responsible and positive; must enjoy working in a team environment.
- Willingness to participate in special projects and other duties as assigned.

Normal Work Hours:

- Mon – Wed 7:45 – 4:45
- Thursday 8:30 – 4:30
- Friday 8:30 – 4:30
- Weekends, holidays, and other hours as needed.

To Apply for This Position:

- Please submit a cover letter and resume by email to careers@kgefco.org.
- Printable applications are also available online at www.kgefco.org.
- By fax to (808) 246-9709, Attention: Hiring Manager.
- No phone calls please.