

## Staff Accountant

Inspire Federal Credit Union, with 3 branches in Bucks County, PA and 180+ million in assets and over 13,000 members seeks an energetic professional to join the team as a full-time Staff Accountant. The Staff Accountant will play an integral role as part of the Accounting/Finance Department. This role will perform a variety of accounting duties according to existing policies, procedures, methods and systems.

### Essential Duties:

- Prepares reconciliations for all General Ledger accounts.
- Maintains schedules for all accruals and prepaid accounts.
- Assists Accounting Manager with providing financial reporting, budget preparation.
- Assists in month-end close.
- Must be able to analyze large amounts of data from various sources and organize the data by creating and updating complex spreadsheets (Excel); will utilize this data and analysis to recommend solutions, drive decisions, create reports and evaluate operational needs.
- Assists in preparation of audit schedules, data collection and documents procedures. Administer accounts payable process including reviewing invoices, obtaining appropriate approvals and processing payments.
- Make recommendations to improve efficiency and results within the department.

### Qualifications:

- Associate's Degree or Bachelor's Degree (pursuing) in Accounting, Finance or related field.
- 1-2 years' experience preferably in a Credit Union or Financial Industry
- Must have experience with general ledger accounting and strong analysis skills.
- Intermediate to advanced Excel skills and cost accounting principles.
- Ability to problem solve in concise, logical and timely manner.
- Strong organizational skills with the ability to multi-task.
- Desire to learn new things and take on new tasks as needed.
- Ability to work independently with guidance as needed.
- High degree of honesty, integrity and accuracy.
- Experience using Oracle preferred.

Interested candidates should submit resume and salary requirements to [hr@inspirefcu.org](mailto:hr@inspirefcu.org). EOE