



Part-Time Accounting Assistant – (Minimum on 20 hrs./wk.)

Fox Communities Credit Union is a \$1.5 billion in assets community-based credit union serving over 100,000 members at 22 locations. We take pride in being a progressive, member-owned, full service financial institution dedicated to serving the community.

We currently have a career opportunity at our Corporate Office in Appleton for a Part-Time Accounting Assistant!

The primary responsibilities of the Accounting Assistant role include but are not limited to:

- Support the accounting team with coverage for other accounting team members during absences.
- Provide assistance for month-end close process.
- Support the conversion of financial systems through data cleanup, documentation, developing new procedures and other demands from the department.
- Facilitate the reconciliation of data to test new systems and processes during conversion times.
- Reconcile and analyze assigned general ledger accounts on a monthly basis. Any account discrepancies will be investigated and resolved before the next month close.
- Prepare and post journal entries by compiling and analyzing account information for asset, liability, capital, income, and expense accounts.
- Assist with providing supporting documentation to independent auditors for interim and year-end audits–reconcile account balances and prepare schedules, answer questions, explain procedures and policies as requested.
- Assist with maintaining and balancing prepaid expenses and expense accruals.
- Assist with preparing management and regulatory reports according to specified due date.
- Create and maintain schedules used by accounting department for reporting.
- Process expense reimbursements.

Preferred candidates for this position will possess:

- Completion or pursuing a Bachelor's or Associates Degree in Accounting or in Business with emphasis in Accounting.
- Minimum of two years of similar or related experience.
- Financial institution industry experience is preferred.

Fox Communities Credit Union believes our employees are our most important asset. **We offer a great team environment, competitive salary and an excellent benefit package which includes, medical, dental, vision, life, short term and long term disability insurance, 401k (Roth and Traditional), which includes company contributions including match, and paid time off! As part of our commitment to the communities we serve we also offer all employees Paid Volunteer Time Off!** If you are enthusiastic about a rewarding career with a successful & growing credit union, please complete an online application and/or submit your resume and salary requirements to:

Human Resources, Fox Communities Credit Union
3401 E. Calumet St. Appleton, WI 54915
Email: hr@foxcu.org
www.foxcu.org

Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individuals with Disabilities.

Team Fox Rocks!