

InRoads Credit Union is seeking a diligent and knowledgeable full time Accounting Specialist to join our team in St. Helens, Oregon. This position comes with a full benefit package including a matching 401k.

At the heart of every InRoads Credit Union position is a relationship built between you and the members you serve. Transparency, acceptance of individuality, confidence and strong communication skills are necessary. You understand that members trust and rely on your assistance daily. Your goal is to exceed the members expectations in everything you do.

An Accounting Specialist helps to compute, classify, and record numerical data to keep financial records complete, including the performance of Billing, Accounts Payable, and/or General Ledger activities. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Interacts with internal and external customers or vendors to gather information, resolve conflicts, and complete work on schedule. Conducts analyses and generates reports routinely and upon request for various stakeholders ensuring the accuracy of figures, calculations, and postings pertaining to business transactions.

Two years of job related or similar experience including knowledge of basic accounting and completion of college-level course work in bookkeeping or accounting is preferred.

A successful Accounting Specialist should be equipped to perform the following:

- Proficiency in spreadsheet, word processing, and database software applications and accurate 10-key skills are required.
- Must have ability to work with numbers, perform calculations, troubleshoot balancing errors, and maintain accuracy in detailed-oriented basic accounting activities.
- Requires strong interpersonal and communications skills to discuss, provide guidance and/or resolve accounting related questions skills.
- Must be able to maintain composure under pressure, interact routinely with others face-to-face, by telephone, and through other communication methods using active listening skills and excellent teamwork.
- Must be reliable in meeting exacting or highly accurate work results, strict deadlines, and prompt and friendly service delivery.
- Requires working with others in a group or team and the ability to remain flexible despite interruptions and/or routine changes to priorities and/or job duties.
- Requires ability to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl on a routine basis.

InRoads Credit Union is an Oregon-based not-for-profit financial institution. At InRoads, we are that trusted resource for our members and communities. We're here to deliver the financial expertise our members want and need, from affordable loans and financial resources, to money saving advice and planning. When our members succeed, so does the credit union. Our employees are a vital part of that success. Transparency, celebration of individuality, confidence, the ability to work with members to achieve their financial goals and dreams, and strong communication skills are necessary for any successful candidate.

Together we are InRoads Credit Union.

If you feel a connection to our credit union after reading a little about the position and our organization, and you meet minimum qualifications, submit your employment information (letter of interest, resume and application) as soon as possible. This position will remain posted until filled.

InRoads is an equal employment opportunity employer.