

InRoads Credit Union is seeking a diligent and knowledgeable full time Accounting and eServices Manager 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 the 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.

As the Accounting and eServices Manager you will, compute, classify, reconcile, and record numerical data to keep financial records complete, including the performance of GLs. Processing reports and wire transfers, Accounts Payable and/or Payroll activities. Prepare or assist with the preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies. Manage the tasks associated with financial planning, accounting, budgeting, procurement, or investment activities of all or part of the organization. Act as Supervisor of the department by assisting in the day-to-day duties of the department and managing and developing the Accounting and eServices personnel.

This role will require at a minimum an associate degree in an accounting-related field with at 2 least years of job-related experience OR similar experience including knowledge of basic accounting, financial products, and services, with strong leadership, coaching and supervisory skills.

A successful Accounting and eServices Manager should be equipped with the following:

- Must have at least 2 years of job related or similar experience including knowledge of basic accounting.
- Completion of college-level course work in bookkeeping or accounting is preferred.
- Proficiency in spreadsheet, word processing, and database software applications and accurate 10-key skills are required.
- Ability to oversee and produce and enter Call Report
- Ability to oversee other required reporting (Public Funds, LTAs, Visa Quarterly, Backup Withholding, Personal Property Taxes as well as ad hoc reports for Senior Management
- 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.



Accounting and eServices Manager

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.