

Lending Accountant

Employee: Department: Finance Reports To: Director of Finance	FLSA Classification: Non-Exempt Updated: May 2025
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SUMMARY: The Lending Accountant is responsible for performing a variety of professional accounting duties with the principal areas of responsibilities being mortgage, business and student loan accounting, charged off loans, delinquency, recoveries, provision and the allowance for credit loss calculation. Formal training in accounting principles and practices will be utilized in providing information, analysis, and input into credit union product accounting. This position also acts as a resource for managers and the credit union.

ESSENTIAL DUTIES & RESPONSIBILITIES: *Must effectively carry out the following essential duties and responsibilities of this position in a manner that consistently demonstrates Sun Federal's mission, values and culture. Other duties may be assigned.*

1) Consumer Lending Accounting

- a) Handles all accounting aspects of the Credit Union's consumer lending portfolio including general ledger reconciliations, general journal entries, reports and correcting entries.
- b) Reviews loan details as processed by lending staff to ensure accuracy and efficiency. Informs management staff of discrepancies.

2) Mortgage Lending Accounting

- a) Handles all accounting aspects of the Credit Union's mortgage department including general ledger reconciliations, general journal entries and correcting entries.
- b) Verifies mortgage log for both third-party and in-house loans.
- c) Reviews loan details as processed by lending staff to ensure accuracy and efficiency. Informs management staff of discrepancies.
- d) Understands all mortgage-related processes including escrow.

3) Business Lending Accounting

- a) Handles all accounting aspects of the Credit Union's Member Business Services (lending) department including general ledger reconciliations, general journal entries associated with participation loan funding schedules, correcting entries, reports, wiring loan proceeds, month-end accruals, report accuracy verification and allowance calculations.
- b) Reviews loan details as processed by lending staff to ensure accuracy and efficiency. Informs management staff of discrepancies.

4) Off-Balance Sheet Portfolio Accounting

- a) Reconciles and accounts for all student loan activity and keeps a log of outstanding balances, verified by reports provided by the loan administration providers.

- b) Reconciles and accounts for all indirect auto loan activity. Posts the monthly amortization of origination fees.
- c) Reconciles and accounts for all third-party mortgage loan activity. Posts the monthly amortization of origination fees.
- d) Reconciles and accounts for all business lending CUSO activity, including accounting for the Shared Business Development Officer. Posts the monthly amortization for origination fees.
- e) Reports on the Credit Union's credit card portfolio.

5) Loan Delinquency, Allowance, Recovery, Provision and Charge Off

- a) Produces the monthly delinquency summary report.
- b) Maintains the allowance for credit loss calculation and related general ledgers. The allowance for credit loss calculation includes periodic adjustments and considerations within qualitative and environmental reserve factors.
- c) Charges off loans authorized by the Board of Directors and calculates the appropriate provision to bring the allowance for credit loss account back to an adequate level.
- d) Accounts for all recoveries received on charged off loans and processes recoveries received from the credit union's collection agency.

6) Asset Liability Management (ALM) Support

- a) Updates analysis and provides recommendations for annual updates of model assumptions for pre-payment rates.
- b) Analyzes credit quality spreads and concentration limits for Real Estates loans over 100% loan-to-value.

7) General Accounting Duties

- a) Completes assigned monthly accruals, GL reconcilements, variance reporting, month-end financial reports, and annual account budgeting.
- b) Prepares account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Recommends financial actions by analyzing accounting options.
- c) Conducts meetings with assigned Managers and/or Directors in a timely manner.
- d) Backs up daily functions of other Finance staff when they are not in the office.

8) Individual and Credit Union Success

- a) Supports Sun Federal's mission, vision, and values. Makes a positive contribution to business plan objectives and goals.
- b) Understands and adheres to all policies, procedures, and regulations.
- c) Responsible for personal development through training, collaboration, and teamwork.
- d) Demonstrates professionalism in dress, tone, flexibility, and communication.
- e) Consistently acts as part of a cohesive team, demonstrating excellent interpersonal skills and the ability to interact positively with other employees. Maintains open and respectful communication with other departments. Handles conflict directly and discreetly.
- f) Shows empathy and respect in all interactions with members, internal and external.
- g) Takes ownership of job duties as assigned or needed. Participates in assigned projects and training in a meaningful and positive way.

- h) Recommends and develops process improvements and procedures to enhance productivity and improve service.

PERFORMANCE MEASUREMENTS

1. Accounting documents, records, and reports are accurate, current, and timely.
2. Accounting errors or discrepancies are promptly discovered and resolved (or referred).
3. Good communication and coordination exists with Credit Union personnel. Assistance and support are provided as needed.
4. Management is appropriately informed of area activities.
5. Accounting functions are completed in accordance with established standards, policies, and procedures.
6. Effective business relations exist with suppliers and vendors.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The individual must be able to successfully pass background checks.

EDUCATION/CERTIFICATION: Bachelor's degree in Accounting or Finance required.

REQUIRED KNOWLEDGE: Thorough understanding of Credit Union financial operations, processes, and reports. Strong understanding of the Credit Union's activities including cars, loan and share changes and shared branching.

EXPERIENCE REQUIRED: Three to five years of accounting experience preferred.

SKILLS/ABILITIES: Displays a professional image that promotes Sun Federal's brand and culture. Demonstrated ability to provide remarkable member service and staff support. Demonstrated ability to work under and meet deadlines and work with multiple priorities. Proven leadership skills required. Excellent judgment and decision-making skills. Well organized and detail oriented. Good math skills. Good attention to detail and accuracy. Cooperative and willing to assist others. Able to use PC, calculator, and other basic business machines.

Excellent presentation and organizational skills. Proven teamwork skills. Must be fluent in English with excellent written and verbal communication skills. Strong interpersonal and administrative skills. Strong PC skills with the ability to use and instruct others on Microsoft Windows, Word, Excel and Outlook.

PHYSICAL ACTIVITIES AND REQUIREMENTS

FINGER DEXTERITY: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

TALKING:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
AVERAGE HEARING:	Able to hear average or normal conversations and receive ordinary information.
REPETITIVE MOTIONS:	Movements frequently and regularly required using the wrists, hands, and fingers.
AVERAGE VISUAL ABILITIES:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
PHYSICAL STRENGTH:	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally (Almost all office jobs)
WORKING CONDITIONS:	No hazardous or significantly unpleasant conditions. (Such as in a typical office.)

MENTAL ACTIVITIES AND REQUIREMENTS

REASONING ABILITY:	Ability to deal with a variety of variables under only limited standardization. Able to interpret various instructions.
MATHEMATICS ABILITY:	Ability to perform basic math skills, use decimals to compute ratios and percepts, and to draw and interpret graphs.
LANGUAGE ABILITY:	Ability to read a variety of books, magazines and instruction manuals. Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar. Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation (or sign equivalent) and variation in word order; using present, perfect and future tenses.

JOB DESCRIPTION INTENT & PURPOSE

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by managers as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. Sun Federal maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

This Job Description is not a complete statement of all duties and responsibilities comprising this position.