



Position: Staff Accountant – Normal, IL - Full-time

About the Company:

Illinois State Credit Union is an organization where we are proud to say, “It’s My Credit Union”. We believe in providing MAGIC for our members, staff, and community. Illinois State Credit Union was founded in 1960 to serve employees of Illinois State University. The charter has since been amended and expanded to a full-service credit union to satisfy the needs of individuals living and/or working in McLean County, Logan County, Dewitt County, Livingston County, and Winnebago County.

We believe our job descriptions are the start of joining Illinois State Credit Union. A 'not my job' mentality does not fit our core values. We believe employees should dive in whenever they see a need. Going above and beyond is just part of our culture. We want to create MAGIC for our members and staff are always looking for new ways to do so. Illinois State Credit Union employees are empowered to take action. In our line of business, we can have a huge impact on people’s lives and we don’t take that lightly. Going above & beyond and thinking outside of the box is what creates that unforgettable experience for our Members & Communities!

About the Position:

At Illinois State Credit Union, finances are the fuel that keeps our company moving. We’re looking for a qualified Staff Accountant to keep our numbers and budgets on track with unwavering accuracy. The most successful people will have a natural passion for math, and a strong understanding of the intricacies of assets, liabilities, profit, and loss, and other financial transactions within an organization. He or she will play an important supportive role, keeping our company and member financial outlook bright with precision and proactive measures.

Responsibilities: Reviewing general ledger accounts and preparing and adjusting journal entries. Participate in the month-end close process by analyzing balance sheet accounts, preparing supporting reconciliations, processing journal entries, and resolving discrepancies. extensive communication, including, but not limited to, verbal, written, and electronic, interaction, and collaboration with people daily to provide exemplary service. Responsible for creating, reviewing, and reconciling day-to-day accounting transactions. Participate in the timely and accurate generation of financial statements and preparing internal and external financial reports. Gathers and analyzes information from the general ledger system to prepare reports as necessary.

Experience and Skills: Outstanding analytical and problem-solving abilities. Superior communication capability. Ability to understand the processes of the Credit Union as they relate to accounting. Ability to see the “big picture”. Knowledge of Microsoft Suite. Positively contribute to your individual Team dynamic and the organization. Successfully meet individual goals and objectives.

The above description reflects the details considered necessary to describe the job's principal functions and should not be construed as a detailed description of all the work requirements that may be performed in the position.

This position will be filled at the appropriate level based on previous experience and qualifications.

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