

Radifi Credit Union
Structured Compensation - Job Description
Accounting Clerk I

Data Year: 2026

Prepared On: 04/16/2026

Department:	000300-Finance and Accounting	Grade:	
Reports To:		Classification:	Non-Exempt
Supervises Direct:		Supervises Indirect:	
Approved By:		Effective Date:	04/16/2026
		Revised Date:	04/16/2026

Role:

The Accounting Clerk I supports the daily accounting and financial operations of the bank/credit union by assisting with transaction processing, reconciliations, and recordkeeping. This entry-level role is ideal for individuals interested in starting a career in financial institutions and gaining hands-on experience with banking operations, general ledger processes, and regulatory compliance.

Essential Functions & Responsibilities:

- E Process and record accounts payable transactions.
- E Learn branch balancing processes, including ATM, vault cash, TCRs (Teller Cash Recyclers), and coin machine activity.
- E Assist in researching and resolving out-of-balance conditions, outages, and discrepancies.
- E Gain familiarity with the institution's GL structure and how transactions flow through the system.
- E Maintain organized records in accordance with internal policies and audit requirements.
- E Provide administrative support to the accounting/finance department, including filing and document management.
- E Follow all internal controls, policies, and applicable federal banking regulations.
- E Collaborate with branch staff and other departments to resolve issues and ensure accurate reporting.
- E Assist with posting daily journal entries and maintaining general ledger (GL) and subsidiary accounts.
- E Support daily and monthly reconciliations, including internal GL accounts.
- E Perform other job-related duties as assigned.

Performance Measurements:

1. A separate scorecard is maintained for the department.

Performance Measurements Include:

- Accuracy and timeliness of transaction processing and data entry
- Completion of assigned reconciliations within deadlines
- Ability to identify and escalate discrepancies appropriately
- Adherence to internal controls, audit standards, and regulatory requirements

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- Progress in learning banking systems, GL structure, and reconciliation processes
- Organization and completeness of financial records
- Responsiveness and support to internal departments (e.g., branches, operations)
- Reliability, professionalism, and ability to manage multiple tasks

Knowledge and Skills:

Experience	One year to three years of similar or related experience.
Education	A high school education or GED required; Associate's degree in Accounting, Finance, or a related field preferred (or in progress).
Interpersonal Skills	Work involves contact with persons beyond immediate associates regarding routine matters for the purpose of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (members or vendors), requiring ordinary courtesy in providing assistance and information.
Other Skills	<ul style="list-style-type: none">• Interest in banking, finance, or accounting operations• Basic understanding of accounting principles is helpful but not required• Familiarity with Microsoft Office (especially Excel) preferred• Strong attention to detail and accuracy• Good organizational and time management skills• Ability to learn new systems and processes quickly• Strong communication skills and willingness to work in a team environment
Physical Requirements	<p>While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.</p> <p>Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.</p>
Work Environment	The noise level in the work environment is usually moderate.

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

Printed Employee Name

Date

Employee Signature