

Job Title: Financial Analyst
Reports To: Finance Manager
Location: (Main Office) Schaumburg, IL

General Summary:

Develops, implements, and maintains practices, controls, and procedures which conform to financial principles while fulfilling the financial objectives of the organization.

Formal Education / Knowledge:

Bachelors Degree (in Accounting or Finance preferred)
2+ years of financial analysis experience in a financial institution

Requires the ability to judge the financial impact of changes in the credit union operations and services. Must have excellent communication (written/oral) skills. Must possess strong analytical skills. Strong proficiency in the use of desktop computer applications including Microsoft Word, Excel, and financial software. Must possess a strong attention to detail.

Essential or Fundamental Job Duties/Responsibilities:

- Provides specialized or general analysis support in various functions such as budgeting, projections, prepayments, general accounting, etc. Prepares monthly closings and assists in analysis of monthly financial reports and statements.
- Assists in Asset Liability Management (ALM) functions and analysis
- Reviews general ledger accounts and correcting journal entries
- Assists in performing account analysis and reconciliation, including bank statements and general ledger accounts
- Posting monthly, quarterly and yearly accruals
- Assists in audit functions as directed by the manager
- Submits recommendations for improved operations
- Assists the accounting staff in balancing complex accounts and prepares federal, state and local reports as necessary for the Finance Manager such as call reports, e.g.
- Imparts new or current procedures, policies and programs to accounting and finance personnel
- Performs other reasonable related office duties as assigned by the Finance Manager