

Farmington, NM

Accountabilities

This position is responsible for the administrative management of electronic services and data processing including ACH, VISA processes (both credit and debit), consumer and merchant services, member share drafts, home banking, bill pay, Fedline, audio response, and other products that serve members in an electronic format. Responsible for planning and development of electronic services. Will also serve as backup for clerical/bookkeeping work involving the application of accounting principles in the keeping of detailed and accurate fiscal records.

Requirements

Must have an Associates Degree in accounting, finance or business and three years related experience. Additional experience can be substituted for the educational requirement. Must have experience with accounts payable, payroll practices, procedures and equipment, Fedline, ACH, internet banking, VISA card processes, share draft administration, computerized spreadsheets, Excel, Microsoft Word and accounting systems. Must have excellent communication and analysis skills and be able to multi-task with interruptions.

Animas Credit Union is a community credit union, with a \$118M in assets and 45 employees at three locations in the northwest corner of New Mexico. We offer a competitive salary and excellent benefits. Salary range for this position is \$40,000+.

If you are an excellent member service provider, we want to hear from you. Please send cover letter (including salary requirements) and resume to: VP/Administration, 2101 E. 20th St., Farmington, NM 87401 or email to cecilia@animascu.com . To learn more about us, go to animascu.com

