



## POSITION OPENING

**POSITION: Loan Accounting Specialist**

**Location: Fresno, CA**

### ABOUT US

Established in 1917, Fresno Madera Farm Credit provides quality credit and financial services in California's Central Valley, headquartered in Fresno. Our mission is to provide access to credit and related services to farmers and ranchers in our region as an efficient organization that delivers service with people that are passionate about creating the best possible customer experience for the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team-driven, performance-focused culture, with a strong focus on customer service and fulfilling our mission to agriculture.

### JOB DESCRIPTION

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. This position reports directly to the Association's Loan Accounting Manager, and will perform critical tasks to deliver a high level of customer service to meet the needs of our member owners. This position works closely with multiple departments and requires a dependable employee committed to excellent communication and a strong team culture. Responsibilities will include:

1. Processes transactions for real estate and commercial loans including loan bookings, maintenance, disbursements, receipts, and account reconciliations in an accurate and timely manner.
2. Performs balancing of daily reports to ensure posting accuracy to the loan accounting and general ledger systems.
3. Provides an exceptional level of customer service to internal and external customers, both on the phone and in person.
4. Processes general ledger journal entries.
5. Performs functions such as daily closeout, processing cash management loan participation transactions & reconciliations.
6. Files and maintains accounting files in accordance with our data retention policy.
7. Prints, distributes, and coordinates, daily, monthly, and periodic reports.
8. Performs research and exception analysis as assigned.
9. Other duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic knowledge of Accounting Principles.
2. Working knowledge of Microsoft Excel, PowerPoint, Word, and Outlook.





3. Strong work ethic and commitment to take ownership of responsibilities, work independently, and seek guidance when appropriate.
4. Ability to take the initiative, set an example for others, and lead through change.
5. Demonstrate innovative thinking to find best practices and take steps to implement positive change into daily responsibilities.
6. Demonstrate the ability to perform accurately and timely within established deadlines; attention to detail is critical.
7. Effective written and verbal communication skills to interpret and/or discuss technical or sensitive information with internal and external customers.
8. Strong communication and interpersonal skills.
9. Exceptional problem solving, organizational and decision making skills. Ability to plan workload and prioritize business needs effectively.
10. Outstanding customer service skills to promote and support a service-oriented culture.

**MINIMUM QUALIFICATIONS:**

- ❖ AA degree in a business-related field, plus 2 years accounting experience.
- ❖ Financial services or banking experience a plus.

**To be considered for this position, please send a cover letter and resume by email to [676HRDept@fmfarmcredit.com](mailto:676HRDept@fmfarmcredit.com). If you have any questions, please contact Christi Divine at (559) 277-7000.**

**DISTRIBUTION:** External Posting  
**FINAL FILING DATE** Open until filled.

**DATE:** September 7, 2021

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