



Career Opportunity

Our summer help is going back to college, so we are looking to add a few new people to our team! ONE Federal Credit Union "ONE" offers a unique environment that fosters individual growth and rewards performance. The work environment can be fast-paced, competitive and energetic. As a growing company in today's financial industry we offer stability, advancement, and the opportunity for financial success. ONE was founded on the philosophy of "people helping people" which is true in their day to day operation as well as in their community involvement. ONE is a work environment unlike any other financial institution; from the atmosphere, to the benefit package, plus so much more! ONE is looking for dynamic and self-motivated people to join the TEAM!

We are currently looking for a motivated and well-structured individual to serve as an ACCOUNTING ASSISTANT in our Meadville Office. An ACCOUNTING ASSISTANT is responsible for:

- Providing support to the financial department and analyzing and reconciling detailed general ledger accounts as assigned.
- Keeping records and accounts accurate and current, maintaining accounting document files, including daily, weekly and monthly reports and spreadsheets. Will research and resolves discrepancies and accounting errors.
- Completing related reports, summaries and records.
- In addition to other tasks

Candidate should be self-motivated, organized and professional, must have a positive past track record of professional, educational, and personal achievement as well as community involvement. Must have excellent verbal and written communication skills, be detail oriented and have good time management abilities. Candidate must have high school diploma or general education degree (GED); four years' experience in the Accounting / Bookkeeping Field, an accounting degree is required. The employee must have the ability to communicate effectively with other staff members as well as third party vendors.

The ONE Federal Credit Union is an Equal Opportunity Employer.

How to apply: If you are interested in this Career Opportunity please ***provide your resume AND employment application*** to ONE Federal Credit Union ASAP. Applications can be found at www.onefcu.com.

Upon completion of ***application AND resume***, return to:

ONE Federal Credit Union
Attn: Samantha Smith, Human Resource Manager
300 Arch Street, Meadville PA, 16335
ssmith@onefcu.com *****Email preferred***