



## POSITION OPENING

**POSITION: Senior Loan Accounting Specialist**

**Location: Fresno, CA**

### ABOUT US

Established in 1917, Fresno Madera Farm Credit provides quality credit and financial services in Fresno and Madera counties, located in the state of California. 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 to 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 quality, excellent communication and a strong team culture. Responsibilities will include:

- ❖ Provides an exceptional level of customer service to internal and external customers both on the phone and in person.
- ❖ Processes transactions for real estate and commercial loans including: loan bookings, loan participation transactions, maintenance, disbursements, receipts, and account reconciliations in an accurate and timely manner.
- ❖ Performs balancing and review of daily reports to ensure posting accuracy to the loan accounting and general ledger systems.
- ❖ Performs functions such as daily closeout, reconciliations and processes general ledger journal entries.
- ❖ Performs research and exception analysis as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic knowledge of Accounting Principles.
2. Working knowledge of Microsoft Excel, 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 of experience in accounting, loan processing and/or customer service, or an equivalent combination of education and experience sufficient to perform the essential functions of the job.
- Ag or commercial loan servicing experience a plus.

**To be considered for this position, please send a cover letter and resume by fax to (559) 276-4896 or email to [hrdepartment@fmfarmcredit.com](mailto:hrdepartment@fmfarmcredit.com). If you have any questions, contact Christi Divine at (559) 277-7000.**

**DISTRIBUTION: External Posting**

**DATE: January 18, 2019**

**FINAL FILING DATE Applications will be accepted until filled.**

