



Accountant

DEPT: Accounting

REPORTS TO: Controller

CLASSIFICATION: Exempt, Full-Time

Position Summary:

The Accountant is responsible for maintaining financial records, preparing standard financial reports, and supporting the accounting cycle, including month-end close. This role requires a solid understanding of accounting principles, the ability to work independently, and experience with general ledger systems. The Accountant will also support audits within the financial institution environment.

Duties and Responsibilities:

1. Prepare and post journal entries and accruals.
2. Maintain and reconcile or review reconciled general ledger accounts.
3. Assist in monthly, quarterly, and year-end closing processes.
4. Assist in the preparation of regulatory filings.
5. Assist in the preparation of the quarterly call report.
6. Help identify and correct accounting discrepancies.
7. Assist with completing reports for the Asset Liability Committee (ALCO).
8. Responsible for filing various quarterly reports.
9. Support fixed asset tracking and depreciation schedule.
10. Responsible for calculating the Fringe Benefits.
11. Backup for Accounts Payable.
12. Backup for Accounting Associate.
13. Work directly with Auditors for other various audits throughout the year.
14. Work with and assist employees at all levels of the bank.
15. Ensure appropriate procedures for financial reporting, record keeping, and documentation that maintains files in an orderly fashion.
16. Ensure the confidentiality of all company records and information.
17. Comply with all government laws, policies, and regulations.
18. Perform other duties as assigned by supervisor.

Requirements:

1. Bachelor degree in Accounting, Finance, or a related field. Will consider equivalent combination of education and experience in lieu of.
2. Two (2) years of experience in a similar role.



Desired Knowledge, Skills, and Abilities:

1. Prior experience in a financial institution.
2. Excellent verbal and written communication skills.
3. Ability to organize and prioritize workload.
4. Ability to work under pressure.
5. Excellent problem solving and computer skills.
6. Excellent mathematical skills.
7. Excellent attention to detail.