



## STAFF ACCOUNTANT

<b>TITLE:</b> Staff Accountant	<b>REPORTS TO:</b> VP/Controller
<b>DEPARTMENT:</b> Finance	<b>FSLA:</b> Exempt
<b>JOB SUMMARY:</b>	
<p>The Staff Accountant position is responsible for the accounting and finance operations of the bank, to include assisting in the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the bank's reported financial results, and ensure that reported results comply with generally accepted accounting principles, as well as state and federal banking regulations.</p>	
<b>EXAMPLES OF KEY DUTIES:</b> <i>(Duties are illustrative and not inclusive and may vary with individual assignment.)</i>	
<p><b>Management</b></p> <ol style="list-style-type: none"> <li>1. Maintain a documented system of accounting policies and procedures</li> <li>2. Oversee the accounting operations of the bank, especially its control systems, transaction-processing operations, and policies and procedures.</li> </ol> <p><b>Transactions</b></p> <ol style="list-style-type: none"> <li>1. Ensure that accounts payable are paid in a timely manner</li> <li>2. Ensure that all reasonable discounts are taken on accounts payable</li> <li>3. Ensure the collection of corporate visa receipts and prompt processing</li> <li>4. Ensure that periodic correspondent bank reconciliations are completed, and outstanding items are cleared in a timely fashion</li> <li>5. Maintain the general ledger chart of accounts, perform all periodic journal entries and monthly balance sheet account reconciliations</li> <li>6. Maintain the fixed asset and prepaid systems</li> <li>7. Maintain an orderly accounting filing system</li> <li>8. Maintain a system of controls over accounting transactions</li> <li>9. On a daily basis, monitor and maintain the bank's current and forecasted cash/liquidity position for maximization of return within established policy limits</li> </ol> <p><b>Reporting</b></p> <ol style="list-style-type: none"> <li>1. Assist in the issuance of timely and complete financial statements</li> <li>2. Assist in the preparation of support schedules for the quarterly Call Report &amp; FDIC filings</li> <li>3. Assist in the preparation of monthly deposit schedules</li> <li>4. Provide ad hoc financial analyses as needed such as pricing and peer data reviews</li> </ol>	

The above statements are intended to describe the general nature and level of work performed rather than an exhaustive list of all duties and responsibilities and skills required for the position. The Job duties may be changed at any time at management's discretion. The job description is not intended to create an employment contract of any kind.

**Compliance**

1. Assist in the coordination of the provision of information to external and internal auditors for their periodic reviews
2. Assist in the coordination of the provision of information to the regulators of the bank during their examinations
3. Comply with local, state, and federal government reporting requirements and sales tax filings

**Additional Duties:**

- The Staff Accountant assists senior management in the responsibilities of the VP/Finance in his/her absence.

**QUALIFICATIONS:****Education:**

- Bachelor's degree in accounting or business administration, or equivalent business experience
- 0-2+ years of progressively responsible experience for a community bank or division of a large corporation.

**Required Skills:**

- Outstanding verbal and written communication skills.
- Exceptional analytical and problem-solving skills
- Able to multi-task in a high paced environment
- Strong aptitude for learning new software applications
- Strong organizational and prioritization skills
- Sound and accurate judgement, willingness to make decisions
- Self-motivated, able to work independently and with a variety of people including senior management and staff members, to manage projects.

**PHYSICAL DEMAND AND EQUIPMENT USED:**

- Must be able to sit, walk or stand for extended periods.
- Must be able to travel to branch locations.
- Must be able to travel for business related matters.
- General Office environment
- General Office equipment

**LAST UPDATED: July 2022**

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