Job Description

Title: Staff Accountant

Department: Accounting
Reports to: Assistant Controller
FLSA Classification: Non-Exempt

Summary:

The Staff Accountant will prepare and maintain financial records to track the organizations assets, liabilities, profit and loss, tax liabilities, and other related financial activities. The Staff Accountant should follow our standard payable process and procedures

Responsibilities

• Maintain and reconcile fixed assets
• Maintain and reconcile prepaid assets and various other asset accounts
• Maintain and reconcile various liability accounts
• Reconcile cash and due from accounts
• Assists with completion, review and submission of various regulatory reports
• Assists with completion of various monthly, quarterly, and annual financial and board reports
• Maintains an account history of various general ledger accounts – fixed assets, prepaid assets, accrued expenses, etc.
• Reviews and posts various monthly entries related to various general ledger accounts – depreciation expense, amortization expense, accrued expenses, etc.
• Monthly, quarterly and yearly reporting related to branch profitability and production
• Ensure proper approval, processing and payment of vendor invoices
• Ensure proper approval, processing and reimbursement/payment of business expenses incurred by the institution's employees.
• Proper recording of expenses as it relates to the types of expenses incurred by the Bank. Recording of expenses include by cost center, department, and/or branch.
• Perform various research projects related to accounts payable history.
• Works with the other accounting department members to ensure clearing of exception items for accounts related to the Staff Accountant function

Qualifications

• 2+ years bank accounting experience preferred
• College degree preferably in accounting
• Minimum of 12 hours of accounting pursuant to a college degree.
• Ability to meet deadlines
• Strong analytical and interpersonal skills
• Basic knowledge of computer operations (i.e. email, MS word and Excel, research software, etc.)
• Ability to adapt to the Company's current Accounting, Accounts Payable, and Loan Operations software