



Staff Accountant

Position Information

Code/ID: Not Entered

Department: Accounting & Finance

Job Classification: Exempt

EEOC Category: Professionals

Asset Size: 2022 \$400M-\$600M

Grade:

9

Role

Perform technical and analytical accounting work in the areas of financial reporting, fixed assets, general ledger and accounts payable.

Major Duties and Responsibilities

WEIGHT	DESCRIPTION	ESSENTIAL
20%	Reconcile general ledger accounts to their related subsidiary ledgers and adjust the general ledger accordingly. Provide assistance with research and resolution of outstanding items relating to general ledger.	✓
20%	Assist in month end close and preparation of financial statements. Assist in preparation of schedules for the 5300 Call Report.	✓
20%	Process and maintain all fixed assets and prepaid expense records.	✓
15%	Assist Controller in providing auditors with explanations of supporting materials and procedures and preparing any other data required.	✓
15%	Assist in accounts payable duties such as entering invoices for payment and ensuring that expenditures are charged to appropriate accounts.	✓
10%	Process all investment purchases and sales into investment system and at settlement agency.	✓
—	Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act and the Office of Foreign Assets Control.	✓

Knowledge and Skills

EXPERIENCE

Two to five years of similar or related experience, including time spent in preparatory positions.

EDUCATION/CERTIFICATIONS/LICENSES

Must have a good understanding of financial statements and general ledger in the banking industry. Bachelor's Degree Accounting - required

INTERPERSONAL SKILLS

A significant level of trust and diplomacy is required to be an effective subject matter expert in the position. In-depth dialogues, conversations and explanations with customers, direct and indirect reports and outside vendors of a sensitive and/or highly confidential nature is a normal part of the day-to-day experience. Communications can involve motivating, influencing, educating and/or advising others on matters of significance.

OTHER SKILLS

Working knowledge of accounting software. Ability to prioritize multiple, and sometimes, conflicting tasks. Advanced Excel experience preferred.

ADA Requirements

PHYSICAL REQUIREMENTS

Perform primarily sedentary work with limited physical exertion and occasional lifting of up to 10 lbs. Must be capable of climbing / descending stairs in emergency situation. Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

WORKING CONDITIONS

Must be able to routinely perform work indoors in climate-controlled shared work area with minimal noise.

MENTAL AND/OR EMOTIONAL REQUIREMENTS

Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.