



POSITION DESCRIPTION

TITLE:	Accounting Assistant	CATEGORY:	Full-Time
FLSA:	Exempt	LOCATION:	Battlefield
SEGMENT:	Accounting	REPORTS TO:	EVP, Controller
SHIFT:	Monday-Friday: 8:00 a.m.-5:00 p.m.	DATE:	August 28, 2024

SUMMARY

The position of Accounting Assistant is responsible for supporting the Accounting department by performing clerical tasks and general bookkeeping activities; including but not limited to, daily bookkeeping functions, general ledger reconciliations, accounts payable/receivable, wire and ACH transfers.

Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations.

ESSENTIAL DUTIES

- Maintain and reconcile fixed assets, prepaid expense accounts, process monthly expenses, and maintain files.
- Process wire transfers and ACH origination entries.
- Process accounts payable, prepare, and mail checks and maintain paid invoice files.
- Reconcile various functions and statements across various General Ledger and DDA accounts.
- Assists with the following accounting functions, including but not limited to:
 - General Ledger
 - Accounts Payable/Receivable
 - Development and implementation of systems and procedures to maintain proper financial records.
 - Back-up the accounting team with CDARS, ICS, and DDA daily tasks.
 - Assist the accounting team with month end closing.
- Analyzes Bank operations to pinpoint opportunities and expense areas that need to be reorganized, downsized, or eliminated.
- Responds to inquiries or refers inquiries to the appropriate department or person and exhibiting the necessary follow through with customers and/or staff involved.
- Operates computer terminal or personal computer to process account activity, determine balances and resolve problems within given authority.
- Answers telephones, answers question and directs callers to proper Bank personnel as needed.

- Assumes responsibility for various department functions in the absence of staff members or in overload situations.
- Contribute to a positive team environment through the department, branch, and Bank.
- Perform other duties and/or projects as assigned by management.
- Treats people with respect, keeps commitments, Inspires the trust of others, works ethically and with integrity, upholds organizational values, and accepts responsibility for own actions.
- Demonstrates knowledge of and adherence to EEO policy, shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes working environment free of harassment of any type, and builds a diverse workforce and supports affirmative action.
- Follows policies and procedures, completes administrative tasks correctly and on time, supports the Bank's goals and values, and benefits the Bank through outside activities.
- Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

SECONDARY DUTIES

The position of Accounting Assistant performs duties specific to the position and other functions as assigned.

SUPERVISOR RESPONSIBILITY

The position of Accounting Assistant is not responsible for the supervision of any employee(s).

ENVIRONMENT AND PHYSICAL ACTIVITY

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. It may include some minor annoyances such as noise, odors, drafts, etc.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to 10-20 pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

The incumbent for this position may operate any or all of the following: telephone, cellular telephone, beeper, copy and fax machines, adding machine (calculator), check protector, microfilm equipment, encoder, money counter, credit card terminal, typewriter, computer terminal, personal computer and related printers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, multiple concurrent tasks, and constant interruptions.

MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- High school diploma or general education degree (GED), Bachelor's degree in Accounting or Business, and **5+** years of related experience and/or training, or the equivalent combination of education and experience. Work related experience should consist of a background in accounting. Educational experience, through in-house training sessions, formal school, or financial industry related curriculum, and should be applicable to the financial industry.
- Intermediate knowledge of general accounting, payroll, budgeting, and related accounting and record keeping systems in a financial institution.
- Excellent organizational and time management skills.
- Intermediate skills in computer terminal and personal computer operation; word processing and spreadsheet software programs.
- Intermediate typing skills to meet production needs of the position.
- Exceptional math skills: ability to calculate interest, commissions, proportions, and percentages; balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; compute rate, ratio and percent, including the drafting and interpretation of bar graphs.
- Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense to carry out instructions, read, analyze, and interpret documents, understand procedures, write reports and correspondence, and speak clearly to vendors, customers and employees.
- Ability to deal with routine problems involving multiple facets and variables in standardized situations.
- Good organizational and time management skills.
- Ability to work with no supervision while performing duties.
- Current **STATE** driver's license and a vehicle with appropriate insurance coverage if required to drive while performing assigned duties and responsibilities.

Management reserves the right to change this position description at any time according to business needs.

