

Job Description

Support Services Assistant III (PT)

Accounting Assistant

Department: Support Services

Date: 5/8/18

Reports to: Controller

Supervises: N/A

Summary: Assists in maintaining an accounting system that properly reflects the financial position of the bank. Prepares various reports to management, officers and board of directors while analyzing and explaining variances. Cross train on various duties within the Support Services Department to provide coverage as necessary. Performs all of these duties in an efficient, timely and accurate manner that meets the needs of the bank and staff.

Duties and Responsibilities:

1. Accuracy

- Accuracy is important in completion of all assigned duties

2. Timeliness

Daily

- Reconcile postage stamps account
- Reconcile loan general ledger accounts

Monthly

- Prepare budget comparison and performance analysis
- Reconcile investment portfolio
- Update investment maturity schedule
- Set up investment accruals
- Update investment trade/business schedule
- Prepare financial accounting board reports
- Prepare ATM & debit card financial reports
- Prepare branch financial reports
- Reconcile accounts payable and prepaid schedules
- Reconcile P2P (person-to-person) account and run entries
- Prepare information and process Synapsys profitability
- Prepare and transmit gross receipts
- Prepare backup withholding tax records and remit as needed
- Reconcile general ledger to application reports (loans and deposits)
- Loan participation audits
- Update mortgage production (12 month rolling) schedule
- Monitor public agency accounts and maintain proper pledging required by the State
- Review, input and run entries for ATM and debit card invoice
- Reconcile other accounts as assigned and clear items in a timely manner

Quarterly

- Fixed assets reporting (prepare schedule, input into software and reconcile)
- Assist with various call report schedules (deposits)

Annually

- Financial analysis of correspondent banks for participated purchased loans
- Assist Controller with budget detailed schedules
- Process IRS missing/incorrect TIN's by deadline set by IRS
- Input current year budget into Silverlake
- Prepare performance analysis projection using current year's budget
- Update budget comparison with current year's budget

3. Efficiencies/Projects

- Evaluate job duties for efficiencies
- Update procedures as necessary
- Assist with projects as necessary

4. Knowledge

- Understand bank services and products
- Attend seminars, bank training and webinars to improve skills related to the job when available

5. Quality Service/Teamwork

- Provide courteous, accurate and timely service to internal and external customers
- Follow the core values and standards set by the bank

Other duties as assigned

Qualifications: Bachelor's degree in Accounting or Finance from a four-year college or university, or 30 hours of accounting classes with one to two years related experience preferred. Experience in reconciliations, fixed assets and investment accounting. Excellent communication and organizational skills. Good knowledge of accounting principles, as well as good analytical, verbal, mathematical and written communication skills. Ability to work with various software such as Excel, Word, Windows and other functionally specific programs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit and occasionally required to walk and be able to talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

Equal Employment Opportunity Employer/M/F/Disability/Veteran