

# **Job Description Support Services Accountant**

**Department:** Support Services

Date: 6/29/23

**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**

#### Weekly

- Update LC Public Schools balances (Monday)
- Review Accounts Payable batch

#### Monthly

- Prepare budget comparison and performance analysis
- Reconcile investment portfolio
- Update investment maturity schedule
- Set up daily investment accruals
- Update investment trade/business schedule
- Prepare financial board reports
- Prepare ATM & debit card reports
- Prepare branch reports
- Reconcile accounts payable and prepaid schedules
- Reconcile P2P account and run entries
- Prepare information and process Synapsys profitability
- Update mortgage production (12 month rolling)
- Monitor public agency accounts and maintain proper pledging required by the State
- Review, input and run entries for Jack Henry CPS invoice
- Reconcile other general ledger accounts as assigned and clear items in a timely manner (FSA, Marketing, CB Powerpay clearing account, Select Payment & ACH clearing account)
- Update Deluxe spreadsheet
- Prepare financial highlights (IT to update on C3.O)
- TIB monthly notices (save to investment directory)
- Security ratings changes last 12 months (email to Controller)
- Fed & TIB (Account Analysis) & Visa Integrated billing (pull from websites and run entries) – 15<sup>th</sup> of the month

- Fixed asset reporting (prepare schedule, input into software and reconcile)

#### Quarterly

- Assist with various call report schedules (deposits)
- Prepare non-performing loans report
- Update strategic plan
- Save call report schedules to optical
- Input quarterly supplemental information (Baker Group website)
- Prepare and update Interest Rate Risk data (provide to CFO)

#### Semi-Annual

- Bank property taxes (prepare spreadsheet and pay Apr & Nov)
- FRY 9SP Federal Reserve (prepare spreadsheets and input) - due Feb 14 & Aug 14

#### Annually

- 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
- Assist Controller with year-end Annual Report
- FRY 6 (Annual Report of Holding Co.) – prepare and submit by 3/31
- Personal property (update spreadsheets and submit by 2/28)

#### As Needed

- Act as backup for payroll processing
- Act as back up for accounts payable processing

### **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. Must be able to wear a mask while in the workplace in accordance with federal and state requirements. This position may qualify for telework.

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