



Staff Accountant

Job Classification: Full-time, Exempt

Reports To: Chief Financial Officer

Position Summary

Staff Accountant will be responsible for managing various day-to-day, monthly and quarterly operations activity for the bank. The position will also encompass the support and preparation of various regulatory reports. The senior staff accountant will also assist with the interim and annual external and internal audits.

Principal Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Create and review monthly and quarterly financial statements.
- Prepare monthly and quarterly financial reports.
- Assist with internal and external audit requests.
- Assist in the preparation of all regulatory reports
- Preparations of board reports
- Preparations of Asset Liability reports.
- Review accounts payable daily checks.
- Management of property taxes.
- Payment and preparations of sales tax.
- Payment and preparation of federal taxes.
- Prepare monthly reconciliations.
- Review of branch reporting.
- Review daily reconciliations.
- Management of Public Funds.
- Preparation of RFP responses.

- Management of prepaid and fixed assets
- Management of security portfolio.
- Management of accounting controls in the bank system.
- Handle daily unposted transactions.
- Review general ledger on a daily basis.
- Any other duties or responsibilities, as needed to support the financial reporting process for the bank

Job Required Knowledge:

- Knowledge in bank and accounting terminology.
- Knowledge in related laws and regulations at the local, state and federal levels.
- Knowledge in the state sales tax laws.
- Knowledgeable of banking policies and practices, and regulatory policies, to assist Bank in achieving satisfactory compliance ratings from external auditors and regulatory agencies.
- Good knowledge of all phases of public funds (e.g., RFP, investments requirements, products).
- Excellent organizational skills, attention to detail, and the ability to complete assignments in a timely manner with minimal direction.
- Good knowledge of all bank products and services products.
- Excellent interpersonal, verbal and written communication skills.
- Knowledge and understanding of Bank regulations and Cash requirements and procedures.
- A positive mental attitude, capable of inspiring fellow team mates.
- Maintain strong working relationships with subordinates, and other Bank employees as necessary to perform assigned responsibilities

Job Required Skills:

- Professional written and verbal communication and presentation skills
- Ability to maintain complete confidentiality of bank-related business
- Project-driven and able to demonstrate solid and consistent work effort (to include working the hours required to complete tasks in a reasonable time frame and within assigned deadlines).
- Ability to calculate and graph figures and amounts such as discounts, interest, proportions, percentages, and area and apply these concepts to practical situations.
- Maintains effective working relationship with software vendors or other industry-related contacts.
- Ability to read and speak Spanish language to meet operational requirements
- Ability to work professionally in a team environment and produce bottom line results

- Ability to read, analyze, and interpret: Common technical journals, financial reports, legal documents, general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form and to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems collect data, establish facts, and draw valid conclusions.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or at least five years banking experience, with good understanding of accounting.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Physical Demands 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.

The employee must occasionally lift and/or move up to 25 pounds.

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.