



Senior Accountant

Job Classification: Full-time, Exempt

Reports To: VP Accounting Manager

Position Summary

Senior 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.

- Coordinate, and assist the VP Accounting Manager, in the areas of regulatory financial reporting and cashflow management.
- Perform month-end and yearend closing of financial statements according to approved accounting standards and regulations.
- Analyze and prepare financial managements reports.
- Responsible for conducting cost allocations, cost effectiveness analysis, and cost benefit analysis.
- Liaise with auditors, tax agents, bankers and other relevant authorities or parties.
- Coordinate, and assist the VP Accounting Manager, in managing the areas of management accounting and internal control system.
- Ensure all financial records are maintained in compliance with accepted policies and procedures.
- Ensure all financial reporting deadlines are met.
- Resolve accounting discrepancies and irregularities.
- Monitor and support taxation issues.
- Maintain and develop financial databases.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Analyze business operations including revenue and expenditure trends, financial commitments, and future revenues.
- Assist in setting up cost and budgetary controls.

- Assist in setting up system for project performance evaluation and product costing.
- Responsible for fixed assets and inventories management.
- Assist in ensuring the general ledger is maintained accurately for final reporting purposes and in compliance with General Accepted Accounting Standards.
- Mapping the entire accounting system, including implementing new software.
- Support operations management.
- Maintain account payable system.
- Assist with internal and external audit requests.
- Any other duties or responsibilities, as needed to support the financial reporting process for the bank

Job Required Knowledge:

- Knowledge in accounting department's function.
- Knowledge of accounting and accounts payable systems.
- Knowledge in bank and accounting terminology.
- Knowledge in accounting policies and procedures.
- Knowledge in related laws and regulations at the local, state and federal levels.
- Knowledge in the state sales tax laws.
- Knowledgeable of Bank's policies and practices, and regulatory policies, to assist Bank in achieving satisfactory compliance ratings from external auditors and regulatory agencies.
- Excellent organizational skills, attention to detail, and the ability to complete assignments in a timely manner with minimal direction.
- 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 in regards to 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.

Education and/or Experience

Bachelor's degree in Finance, Accounting, Business Administration, or related fields, preferred.

Computer Skills

- Computer proficiency (bank software, Microsoft office products, internet, etc.)

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 in a professional business setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather it is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodation in order to perform the essential functions of my job, I must immediately inform my supervisor or manager.