



## JOB DESCRIPTION

Title:	<u>Staff Accountant</u>	Department:	<u>Accounting</u>
Grade:	<u>14</u>	Effective:	<u>8/15/08</u>
Status:	<u>Exempt</u>	Page:	<u>1 of 3</u>

Position Reports To: Executive Vice President/CFO

Basic Functions: This position is responsible for the Accounting functions of the Bank including a variety of accounting and financial reporting requirements. Assists the Chief Financial Officer in maintaining an accounting system and properly reflects the daily financial position of the Bank.

### Essential Duties and Responsibilities:

1. Ensure the prudent receipt, management and disbursement of all the Bank's funds.
2. Analyze daily, the liquidity of the Bank in order to assess funds status and accordingly, assist with investment and/or other related management strategies.
3. Prepare a variety of financial and accounting reports for presentation to the President, CFO, Board of Directors, and/or governmental regulators.
4. Assist in bank audits, working with Federal bank examiners as well as with appointed public accountants.
5. Supervises Accounts Payable function and maintains primary responsibility for all accounts payable transactions.
6. Manages special projects in the accounting department and develops custom reports at the direction of the CFO.
7. Perform functions as related to supervising daily activities of subordinate(s); prepare performance reviews and recommend salary adjustments; may assist with interviewing and making recommendations for potential new staff member.
8. Prepare loan classification reports.
9. Manage and/or participate in special projects and initiatives.
10. All other duties as assigned.

### Accounting Reports and Duties

- \* TFR and CMR.
- \* HC and HB 11.
- \* Oakleaf financials and record keeping.

- \* Principal 401K maintenance and government reporting.
- \* Abandoned Property.
- \* Payroll verification and backup.
- \* Accrued and estimated Federal and State taxes.
- \* Federal report of deposits and reserves.
- \* Monthly Federal withholding tax liabilities.
- \* Annual sales and use tax reporting.

**Knowledge and Technical Abilities:** Working knowledge of overall banking operations and general ledger with emphasis on financial accounting functions.

**Education Required:** College level Accounting, Finance and Economics. A Bachelor's Degree is preferable.

**Experience Required:** Three to five years of working in a bank financial setting while utilizing a variety of financial software including proprietary and/or vendor based systems.

**Skills/Aptitude:** Ability to interact effectively with people at all organizational levels and in the regulatory and public accounting profession; good analytical, detail focus, problem-solving, decision making and organization/planning aptitude; proficient oral and written communication skills; a high level of PC skills with experience in "state of the art" office and financial programs.

This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. It is not intended to be complete in detail. Individuals classified in this job are expected to perform all the essential duties identified herein, and occasionally may be required to perform duties that are not included within this document.