

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for sixty (60) years and sets us apart from competitors.

<b>Position Description:</b>	<b>Accounting Representative I</b>		
<b>Reports To:</b>	Controller	<b>Department:</b>	Accounting
<b>Supervises:</b>	None	<b>Classification:</b>	Full-time, Non-Exempt

<b>🕒 Hours:</b>	8:00 am to 5:00 pm Monday through Friday, other days and hours as needed		
<b>🏠 Location:</b>	Headquarters	3035 SW Topeka Blvd. Topeka, KS 66611	
<b>📄 Role:</b>	A general ledger accounting position that performs daily and monthly general ledger and internal checking account reconciliations, balances various cash accounts on a daily basis and performs various other bookkeeping tasks, as assigned. Conducts all interactions with internal and external customers The CoreFirst Way, consistently with quality customer service, friendliness and within accordance with the overall mission of the bank.		
<b>🔗 Apply:</b>	<a href="http://www.corefirstbank.com/careers">www.corefirstbank.com/careers</a>		
<b>Essential Functions &amp; Responsibilities:</b>	<p>Daily Balancing &amp; Reconciliation</p> <ul style="list-style-type: none"> <li>Balances on-hand branch cash (vaults, cash dispensers, drawers, etc.)</li> <li>Balances ATM cash (ATM vaults and ATM Cash Deposits)</li> <li>Balances ATM clearing</li> <li>Balances four 3<sup>rd</sup> party Commercial Vaults</li> <li>Balances various clearing Accounts</li> <li>Reconciles the correspondent bank accounts</li> <li>Balances the banks operational checking accounts</li> <li>Balances Item Processing / audit daily Branch Capture</li> <li>Reviews and resolves outstanding items within auto balance accounts</li> </ul> <p>Other Balancing related tasks</p> <ul style="list-style-type: none"> <li>Monitors daily reports and notifies the branches of final teller offages; records offages and balances the tellers long and short miscellaneous account</li> <li>Records routine journal entries and correcting/adjusting entries</li> <li>Corrects and notifies tellers when cash adjustments are brought in from proof</li> <li>Manages the day-to-day relationship with the Banks third-party armored courier service and tracks scheduled route exceptions, etc.</li> <li>Distributes departmental proof corrections and balance General Ledger for those corrections</li> <li>Assist the branches with questions and problem solving</li> <li>Report cash exceptions to BSA desk</li> </ul> <p>OTHER RESPONSIBILITIES AS NEEDED</p> <ul style="list-style-type: none"> <li>Perform necessary responsibilities in the absence of the primary staff</li> <li>Balance monthly Bond Accounting; assist as backup for posting Bond Accounting transactions</li> <li>Balance various general ledger balance sheet accounts and internal DDA accounts monthly</li> <li>Serves as secondary call-back approver for overnight borrowing transactions</li> </ul> <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>		

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of 3 years bookkeeping, accounting and/or like experience, required.</li> <li>• Internal customer service</li> <li>• Experience using the general suite of MicroSoft products (Excel, Word, Outlook)</li> <li>• Knowledge of Phoenix Teller, Customer Management and FusionECM, a plus.</li> </ul>
<b>Education:</b>	High School Diploma or equivalent, some college preferred
<b>Skills &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Intermediate skill in MicroSoft excel, required</li> <li>• Proficient typing skills, 10-key required</li> <li>• Beginner/intermediate skill in Adobe Acrobat, a strong plus</li> <li>• An analytical/problem solving mindset</li> <li>• Ability to work independently for long periods of time</li> <li>• Solutions, detail and goal oriented</li> <li>• Excellent listening, oral and written communication skills</li> <li>• Takes initiative/self-starter, works at a steady and efficient pace</li> </ul>
<b>Competencies:</b>	Adherence to CoreFirst Values: Respect, Communication, Integrity, Initiative, and Accountability. A secondary focus on internal and external Customers, Compliance, Ethics, Perseverance, and Time Management is also essential.

<b>Physical Requirements:</b>	<p>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.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk. Some light physical effort required.</p>
<b>Travel:</b>	Travel is negligible
<b>Work Environment:</b>	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Applicants must pass a drug screen and background checks</li> <li>• Internal applicants must meet the minimum requirements of their current job and submit a cover letter and resume via the employee portal</li> </ul>
<b>CoreFirst Employment Practices:</b>	CoreFirst provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I, \_\_\_\_\_, acknowledge by my signature below that I have received a copy of my position description.  
Print Name

I have read and understand my job duties and responsibilities as **Cash Operations Assistant**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

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Employee Signature

Date

HR Representative Signature

Date

*Revised May 2020*