

**Job Title:** Bank Accountant**Job purpose**

The Bank Accountant is responsible for performing general ledger account and bank statement reconciliation, preparing journal entries, creating and maintaining periodic reporting, maintaining fixed asset system, assisting with annual budgeting, preparing statistical and financial reports for management, Asset-Liability Committee and board.

Duties and responsibilities

This position will be responsible for, but not limited to the following:

- Responsible for preparing cash position and liquidity reports on monthly, quarterly and annual frequency.
- Responsible for the month-end closing process, conducting research and making correction journal entries for account discrepancies, prepares closing journal entries, accrual entries, and prepares financial statements.
- Responsible for ensuring the bank's account practices, classifications and reporting adheres to compliance and regulatory standards.
- Responsible for acting as scribe for the Asset-Liability Committee and preparing reports for the committee on a monthly frequency.
- Responsible for preparation of the annual budget and monthly tracking of the financial performance to the budget.
- Responsible for assisting and reviewing the quarterly call report to the FDIC.
- Performs other duties as assigned.
- Maintain confidentiality of personal information one may come in contact with during the course of these duties.
- Responsible for keeping up with changes in the banking industry, such as new governmental regulations.

Qualifications

Qualifications include:

- Three to five years of similar or related experience.
- Bachelor's degree in Accounting or four-year degree plus equivalent work experience is required. Additional education or certificate pertinent to financial accounting is preferred.
- At least three years of financial accounting experience within the financial services industry is preferred.
- Knowledge of generally accepted accounting principles and theories is required.
- Knowledge of bond investments is preferred.
- Problem-solving complex financial issues.
- Knowledge and experience with MS Office products and accounting software applications.
- Excellent written and verbal communication skills.
- Must be able to work independently and operate all types of office equipment.

Company Overview

Labette Bank is a trustworthy locally-owned community bank that serves the people and businesses of Southeast Kansas. Labette Bank was founded in 1915 by a group of businessmen who strongly believed in the people and businesses of our area. Their founding beliefs are still the cornerstone of our banking philosophy today: a local community bank that serves the needs of its neighbors. Labette Bank will always offer the highest level of personal service from an experienced staff customers know and trust. Our broad array of banking products has been created to meet the financial needs of our customers. www.labettebank.com

To apply please contact Kyla Shultz at 620-421-2265 or e-mail your resume to kshultz@labettebank.com.

Equal Opportunity Employer
