

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 over sixty (60) years and sets us apart from competitors.

Position Description:	Accounting Supervisor		
Reports To:	Controller	Department:	Accounting
Supervises:	Senior Accountant, Accounting Representative II, Staff Accountant	Classification:	FT – Exempt

🕒 Hours:	<ul style="list-style-type: none"> 8:00 am to 5:00 pm Monday through Friday Other days and hours as needed, may exceed 40 hours a week 		
🏢 Location:	Headquarters	3035 SW Topeka Blvd. Topeka, KS 66611	
📌 Role:	The Supervisor of Accounting, reporting to the Controller, oversees the Accounting Department. This position is responsible for the accuracy and timely compilation and filing of external reports. The Accounting Supervisor will supervise the general accounting area of the company. This position has additional responsibility for various front office management functions including document retention and oversight and responsibility for successful implementation and training on new accounting policies and procedures and new accounting systems/applications.		
🔗 Apply:	www.corefirstbank.com/careers		

Essential Functions & Responsibilities:

Supervisory Responsibilities:

- Oversees Accounting operations, which include financial accounting, accounts payable, and payroll.
- Recruits and hires Accounting staff and conducts performance evaluations.
- Implements training for new hires and identifies training opportunities for current staff.
- Oversees the system of internal controls over Accounting functions to minimize risk.
- Handles discipline and termination of employees as needed and in accordance with company policy.
- Maintains responsibility for the operating effectiveness of internal controls over financial reporting within the direct control of the Accounting Department
- Responsible for implementing new accounting guidance and updating accounting procedures as necessary to ensure ongoing compliance with US GAAP and financial reporting requirements
- Responsible for researching specific complex, technical accounting issues affecting the organization as they arise and are brought to the attention of the Accounting function, including impacts to external report filings
- Responsible for researching and documenting the Company's accounting position for new business transactions including providing guidance to various internal groups on the proper accounting for new business transactions and gain an understanding of how the transactions will flow through the existing systems and what adjustments are necessary in order to properly account for a transaction
- Works closely with employees to set goals and provide open feedback and coaching to drive performance improvement
- Provides development opportunities for others by soliciting and acting on performance feedback
- Building collaborative, cross-functional relationships and fostering open dialogue amongst team members
- Hiring, training and developing talent for growth opportunities
- Actively pursues learning and self-development opportunities to enhance personal and professional growth; shares knowledge and expertise with others

Essential Functions:

- Oversees the preparation of periodic financial statements and the corporate annual report.
- Ensures that financial reports comply with generally accepted accounting principles or financial reporting standards.
- Assists external auditors and provides required statements and information for the annual audit.
- Reviews budget reports and assists other departments to prepare annual budgets.
- Coordinates the preparation of the corporate tax return.
- Maintains a documented system of accounting policies and procedures.
- Complies with local, state, and federal government requirements.
- Identifies and recommends updates to accounting processes and procedures.
- Maintenance, review and approval of periodic financial analysis reports, financial schedules and bank account and general ledger account reconciliations
- Oversees the operational accounting of the Holding Company and its Financial and non-financial subsidiaries (including Derivative Accounting, Bond Accounting, Fixed Asset Accounting and accounting for equity transactions)
- Serves as the Accounting Consultant/Specialist for accounting functions positioned outside the Accounting departments reporting structure (i.e. Loan Accounting, Deposit Accounting, Payroll Accounting, Special Assets Accounting and accounting for the Trust Department)
- Maintains a Holding Company dividend distribution calendar to ensure dividends are funded and accounted for according to Board approval
- Ensures accurate accounting and timely processing of Holding Company Notes Payable
- Ensures the on-going pertinence of the Fixed Asset Register
- Performs other related duties as assigned.

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.

Experience:	<ul style="list-style-type: none"> • 6+ years in Accounting or related field with a strong emphasis in Accounting required • Banking Experience preferred • CMA or MBA preferred
Education:	<ul style="list-style-type: none"> • Bachelor's degree in Accounting or related field with a strong emphasis in Accounting
Skills & Abilities:	<ul style="list-style-type: none"> • Excellent management and supervisory skills. • Excellent written and verbal communication skills. • Excellent organizational and time management skills. • Mastery of accounting and tax preparation software. • Proficient in Microsoft Office Suite or similar software.
Competencies:	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.
Other Skills:	

Physical Requirements:	<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>
Travel:	Travel is primarily local during the business day, although some local evening and weekend travel may be expected.
Work Environment:	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.
Other:	<ul style="list-style-type: none"> • Applicants must pass a drug screen and background checks • Internal applicants must meet the minimum requirements of their current job and submit a cover letter and resume via the employee portal
CoreFirst Employment Practices:	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 _____ (title). 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.

Employee Signature Date HR Representative Signature Date

Revised