

## Position Description

**Title:** Accounting Specialist I  
**Department:** Financial Services  
**Reports to:** SVP & Chief Financial Officer  
**Apply to:** [www.fnbhutch.bank/careers-at-the-first/](http://www.fnbhutch.bank/careers-at-the-first/)

### Summary:

Reconciles statements, fixed-asset system, check register, and investments following accepted accounting principles and guidelines approved by management and performs Accounts Payable duties.

### Primary Responsibilities and Duties:

(The summary of duties and responsibilities listed above represent the job requirements but are not meant to be all-inclusive or prevent other duties from being assigned as necessary.)

### Essential Functions:

- Handle monthly reconciliation and audit preparation of general ledger cash account.
- Performs necessary functions for reconciliation with the Federal Reserve Bank, the Federal Home Loan Bank, and other accounts as needed.
- Maintains the fixed asset and associated depreciation schedules for general journal entries; ensures proper recording of new purchases. Prepares quarterly roll forwards
- Provides month and quarter-end reports for financial reporting as assigned
- Administer the bank's corporate credit card program.
- Will complete payments & control expenses by receiving, processing, verifying, and reconciling invoices.
- Pay employees by receiving and verifying expense reports and preparing checks.
- Review daily system proofs and correct any out-of-balance conditions or communicate with proper personnel, indicating corrections to be made and addressing system errors.
- Maintain investment system, including preparation of monthly reconciliations and entries and monthly and quarterly roll forwards. Maintain complete documentation for each investment.
- Manage pledging relationships for public entities.

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- Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.
- Other Duties as assigned.

**Position Requirements:**

- Previous accounting experience preferred.
- Two-year college degree preferred. Three years of similar or related experience is required, including time spent in preparatory positions.
- A significant level of trust, credibility, and diplomacy is required. In-depth dialogue, conversations, customer explanations, direct and indirect reports, and outside vendors can be sensitive and highly confidential. Communications may involve motivating, influencing, educating, and advising others on matters of significance. Typically, it includes subject matter experts and first-level to middle managers.
- Working knowledge of accounting software.
- Perform primarily sedentary work with limited physical exertion and occasional lifting to 10 lbs. Must be capable of climbing/descending stairs in an emergency. Must operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to routinely perform work on a computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable, and timely attendance
- Must be able to routinely perform work indoors in climate-controlled shared work area with minimal noise
- Must be able to perform job functions independently or with limited supervision and work effectively independently or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with various personalities from diverse cultures at different levels within and outside the organization and demonstrate the highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines/requirements for extreme accuracy, quality, and fast pace. Must be able to handle multiple, simultaneous, and changing priorities effectively. Must be capable of exercising the highest level of discretion on internal and external confidential matters.
- Communicate in a transparent and service-oriented manner. Use appropriate, professional language and grammar to exchange ideas and information effectively.
- Ability to proactively work with both clients and fellow team members
- Ability to maintain a regular, predictable attendance

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