

Position Description

Title: Accounting Specialist II
Department: Financial Services
Reports to: SVP & Chief Financial Officer
Apply to: www.fnbhutch.bank/careers-at-the-first/

Summary:

Prepare income and balance sheet statements, consolidated statements, and various other accounting statements and reports. Analyze financial reports and records, making recommendations for the accounting of reserves, assets, and expenditures. Review and verify the accuracy of journal entries and accounting classifications assigned to various records.

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:

- **Month-end Close** – Perform month-end close with reconciliation of balance sheet accounts, with analysis for irregularity, making journal adjustments, and accrual adjustments. Also include monthly consolidation entries for the Bank.
- **Cash Management** – Daily, ensure correspondent bank account balances are sufficient and all record required journal entries. Record any bank fees and charges and adjusting entries as needed. Calculate the amount of daily wire transfers between accounts, if required. Ensuring the Bank's cash balances are kept in the highest-yielding accounts possible.
- **Investment Recordkeeping** – Record investment purchases, sales, and calls, coordinate safekeeping, and record interest payments as they occur. Conduct month-end reconciliation for all investments against third-party reports.
- **Fixed Assets** – Fixed asset accounting includes additions, disposal, depreciation, and month-end reconciliation to fixed asset accounting software.
- **Financial Reporting** – Prepare monthly management reports and semi-monthly Board of Director reports.

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- **Asset Liability Management Committee** – Create a monthly “Asset Liability Management Committee” packet for Senior Management, combining various reports from multiple sources. Participate as a member of the committee.
- **Audit Assistance** – Provide explanation and documentation for Internal and External audits as needed and create additional reports outlining further information if necessary.
- **Call Report & Other Regulatory Reports** – Prepare Quarterly Call Reports and other regulatory filings.
- Other Duties as assigned.

Position Requirements:

- Previous accounting experience preferred.
- A four-year college degree is preferred. We will consider Five years in an accounting position or completing a specialized course of study at a business or trade school.
- Courtesy and tact are essential elements of the job. Work involves personal contact with customers and others inside and outside the organization, generally regarding fairly routine matters to give and obtain information or instructions, updating or referring. Communications typically require shorter and not in-depth discussions.
- Possess the ability to prioritize multiple and conflicting tasks.
- 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 with supervision and work effectively independently or as part of a team. Must be able to read and carry out various instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be able to perform high school mathematical calculations with extreme accuracy. 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 confidential matters.
- Ability to maintain a regular, predictable attendance

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