



Job Title:

Accounting/Operations Manager

Job Description:

The Accounting/Operations Manager assists in and coordinates the preparation of financial and regulatory reports for management relating to the financial performance of the bank and will be responsible for performing and preparing for bank audits and exams. Also, will be responsible for loan and deposit operations procedures and processes.

Location

Walton, KS

Status

Full Time

Monday - Friday, 9:00 AM – 5:00 PM

Responsibilities/Duties

- Prepares financial reporting and analysis .
- Prepares month-end financial statements.
- Assists with annual audits and regulatory examinations.
- Maintains general ledger and fixed asset system.
- Assists in preparation of annual budget.
- Prepares monthly reports and reconciliations.
- Oversee loan and deposit operations personnel.
- Ensure operational procedures and processes are followed.
- Performs other duties as assigned.

Preferred Skills

- Strong problem-solving abilities.
- Ability to maintain a high level of confidentiality.
- Excellent organizational and communication skills.
- Ability to exercise independent judgment within established policies and guidelines and provides appropriate customer solutions.
- Intermediate Microsoft Excel skills preferred (i.e., lookups and pivot tables).

Preferred Experience

- 2-3 years of experience.
- Extensive experience in preparing financial information.
- Four-year degree in accounting or finance, or equivalent job-related experience.
- A minimum of four years of experience in accounting and financial analysis.

To find out more details and apply, please email us at career@waltonstatebank.com