



## **Bank Staff Accountant**

### **Position Description:**

Validate the data integrity of the daily accounting functions for Exchange Bank in a timely and accurate manner. Help identify solutions to discrepancies and improve processes. Provide quality information to the staff and management of the bank. Perform duties in accordance with Exchange Bank policies, procedures, GAAP, and regulatory requirements.

### **Responsibilities:**

- Balance general ledger and application account totals
- Create and monitor reports for outliers
- Produce monthly reports for management
- Reconcile internal checking accounts
- Maintain fixed asset schedule
- Assist with gathering information for external and internal audits
- Develop solutions for continuous process improvement
- Other duties as assigned

### **Qualifications:**

- Bachelor's degree in Accounting
- Strong aptitude for numbers and attention to detail
- Intermediate to advanced skills in Microsoft Excel
- Audit and/or banking experience preferred

### **Knowledge, Skills, Ability:**

- Demonstrate critical thinking skills with high level of accuracy and attention to detail
- Must demonstrate comprehensive skills in understanding accounting principles and tasks
- Ability to recognize a balancing situation has changed and apply the appropriate accounting knowledge and change as necessary
- Ability to perform and prioritize multiple tasks and adhere to specific time frames
- Ability to independently identify, research, and resolve issues
- Ability to work independently and collaborate with a team
- Maintains confidentiality
- Good oral and written communication skills