

Job Description

Staff Accountant

General Overview of Duties:

The purpose of this position is to assist in duties related to the General Ledger, Accounts Payable, Credit Card program, Budget, Payroll, Financial and Regulatory Reporting and Secondary Market activity. This position will also assist the CFO with the financial operations of the Company.

Supervision Received:

Work under the direct supervision of Chief Financial Officer.

Essential Duties:

- Reconcile all General Ledger cash accounts with monthly bank statements. Assist in posting monthly, quarterly and yearly journal transactions.
- Assist in period close process including month end, quarter end and year end.
- Prepare monthly entries for investment portfolio.
- Manage Bank credit cards. Initiate monthly check request for Corporate Credit Card and allocate all charges as provided.
- Assist with quarterly Call Report preparation.
- Prepare and submit regulatory reports: FR-Y8 and Summary of Deposits.
- Assist in preparation of internal monthly, quarterly and year-end Financial Reporting.
- Reconcile secondary market accounts.
- Assist in preparation of budget.
- Provide backup for accounts payable and payroll.
- Manage special projects as they arise.

Knowledge, Skills and Abilities Required:

- Education: Bachelor's Degree
- Experience in accounting or accounting related field.
- Working knowledge of computer file management, Excel software, and accounting.
- Management and communication skills. Knowledge of the general work flow of the office.