

ACCOUNTING CLERK

January 1, 2016

ALTERNATE JOB TITLES:

- Assistant Controller
- Assistant Treasurer
- General Ledger Specialist
- Accounts Payable Specialist
- Accounting Clerk

MAJOR DUTIES & RESPONSIBILITIES:

- Maintains an accounting of service corporation activities and related joint ventures.
- Assists Comptroller with daily operations.
- Prepares 1099 statements at year end
- Prepares and posts all service corporation activities, i.e., cash receipts, journal entries, general ledger, cash disbursements, general ledger reconciliations – daily, weekly, monthly and quarterly, cash management backup, and tax and audit schedules.
- Assists financial reporting supervisors with daily operations.
- Processes invoices, collections and check requests. Generates weekly check runs and reports.
- Processes and maintains fixed asset and prepaid ledgers.
- Processes general ledger entries for company owned investment securities
- Assists with audits
- Other duties as needed

EDUCATION & EXPERIENCE:

- College degree and two years of accounting and finance experience.
- Excellent accounting and tax skills, as well as familiarity with regulations governing accounting in a financial institution.
- Strong attention to detail.
- Strong problem-solving skills
- Excellent computer skills