

ACCOUNTING CLERK

DEPARTMENT: OPERATIONS

JOB STATUS: FULL-TIME

SUMMARY:

The Accounting Clerk ensures the accuracy of financial recordkeeping through the reconciliation of bank accounts and the timely payment of bank expenses. The role ensures vendor billing is consistent with the respective contract. Lastly, the Accounting Clerk supports the bank's Chief Financial Officer in audit preparation and regulatory reporting as needed.

ESSENTIAL DUTIES:

- Oversee accounts payable in a way that maximizes revenue and ensures the timely payment of bills by utilizing the best payment means to satisfy the payment terms (recurring automatic payment, ACH, wire, check, etc.).
- Process expense reports submitted by bank staff, and reconcile credit card statements from receipts provided by bank staff.
- Use the bank's financial management tool (Prologue Financial) to ensure accurate financial recordkeeping and reporting.
- Compare invoices received from bank vendors with vendor contracts to ensure the billed amounts are accurate, and work to resolve any billing discrepancies.
- Maintain accurate vendor data, critical information, and compliance forms for year-end tax reporting.
- Monitor common area maintenance and rental agreements with bank tenants and ensure the regular collection of those rents.
- Reconcile the bank's correspondent checking and other general ledger accounts to ensure accurate reporting and effective internal controls.
- Reconcile the bank's internal expense accounts to identify outstanding items such as issued cashiers checks, money orders, and checks for interest earned on certificates of deposit (CDs).
- Monitor unclaimed property and follow procedures for annual reporting.
- Reconcile payroll, benefit, retirement, and withholding tax accounts.
- Provide audit support as needed to the bank's Chief Financial Officer.
- Provide accurate reporting as needed to bank management or the board of directors.
- Maintain accurate recordkeeping and reporting for the bank's holding company, including the payment of holding company expenses.

KNOWLEDGE, SKILLS & ABILITIES:

- Familiarity with accounts payable tracking software. Familiarity with Prologue Financial is a plus, but not a requirement.

- Familiarity with different payment methods such as ACH, debit card transfers, wires, and check issuances.
- General knowledge of accounting principles, debits and credits, and internal audit procedures.
- Highly organized with a strong attention to detail.
- Ability to stay on task and work with minimal supervision.
- Demonstrate an ability and willingness to continue learning and growing professionally.
- Skilled use of the Microsoft environment using Microsoft Outlook, Excel and Word.
- An Associate, Bachelors, or advanced degree in Business or other related field, or prior work experience in a related area.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, tools, or controls; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to low.

Works at the bank's headquarters.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. The duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Mid-America Bank is an Equal Employment Opportunity Employer and qualified minorities, women, people with disabilities, and military veterans are encouraged to apply.