



JOB DESCRIPTION

Job Title: Accounting Operations Staff
Department: Accounting
Reports To: Accounting Manager
FLSA Status: Non-Exempt (Hourly)

Summary

The Accounting Operations Staff is responsible for maintaining, controlling, and reconciling the general ledger accounts and business transactions of the organization through the application of Generally Accepted Accounting Principles (GAAP).

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prepare reconciliations for the bank's assets and liabilities.
- Research outstanding items or missing documentation to ensure timely clearance of dated items.
- Prepare and post general ledger entries for Bank Applications.
- Code bank invoices with the appropriate General Ledger account numbers.
- Assist with processing Accounts Payable check runs.
- Work on ad-hoc projects which require a fundamental accounting knowledge with little supervision.
- Perform other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum knowledge, skills and abilities required:

- Required experience: Two years of related bank accounting experience and/or general banking operations training; or equivalent combination of education and experience.
- Knowledge of Jack Henry Silverlake preferred.
- Proficient in 10 key and data entry skills.
- Proficient in Microsoft Outlook, Word, and Excel.
- Strong mathematical and computational skills preferred.
- Ability to apply strong problem solving techniques.
- Must pay strong attention to detail.
- Ability to perform multiple tasks simultaneously, work effectively in a team environment and meet deadlines.
- May need to work Overtime to meet monthly reconciliation deadlines or as needed.

- Meet or exceed department established productivity standards while completing all the duties associated with the position.
- Maintain a department quality standard while completing all of the duties associated with the position.
- Strong organizational skills.

Supervisory Responsibilities

This position has no supervisory duties.

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 accommodations 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 talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; walk; and stoop. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and full day of computer screen time.

Equal Opportunity Employer

Evergreen Bank Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, ethnicity, gender, sexual orientation, gender identity, national origin, veteran status, or disability.

Federal Deposit Insurance Corporation

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