

## **CITIZENS BANK & TRUST | JOB DESCRIPTION**

**Position:** Accounting Specialist, Full-time, On-site

*Salary will be based on a combination of experience and education.*

The Accounting Specialist job entails researching or performing a wide range of daily transactions and reconciliations under the supervision of the Accounting Department Manager to assist the accounting department in adhering to strict deadlines and ensuring the integrity of the financial reporting process.

### **Primary Responsibilities**

- Become familiar with Accounting Department policies and procedures
- Assist accounting team in researching, problem-solving and performing a variety of reconciliations
- Assist accounting team in maintaining various sub-ledgers including, but not limited to Fixed Assets, Accounts Payable, Prepaid Assets, Accrued Liabilities, Investments
- Assist accounting team to ensure daily, monthly, quarterly and year-end deadlines and closing procedures are achieved
- Assist on a variety of special projects as needed
- Crosstrain within the Accounting Department and with other departments as warranted by supervisor

### **Qualifications**

- Commitment to the Bank's Statement of Purpose and Core Values
- Ability to work independently and as an integral member of cross-organizational teams
- Accounting or bank operations experience preferred OR mitigated by excellent analytical/logical/computer skills and demonstrated eagerness to learn
- Exceptional Microsoft Excel skills
- Detail oriented
- Strong critical thinking skills
- Excellent written and verbal communication skills
- Strong work ethic and positive outlook