



Accounting Manager Position – Exempt

Summary

The Accounting Manager is responsible for internal, external and regulatory financial reporting for the Bank. This position assures the completeness and accuracy of the financial institution produced by the accounting department, and maintains ultimate control over the balancing and integrity of the general ledger.

Responsibilities will include but are not limited to:

- Manage the daily, weekly, and monthly accounting function
- Ensure compliance with all accounting and tax regulation by remaining current with the new accounting and tax literature
- Prepares daily, weekly, monthly journal entries in accordance with GAAP
- Prepares daily, weekly, monthly general ledger reconciliations and ensures timely preparation and disposition of reconciling items
- Prepares monthly financial reports for management, Board of Directors and required regulatory and public financial reporting, ensuring accuracy and presentation in accordance with regulatory guidelines and/or GAAP
- Prepares internal and external financial reports in accordance with GAAP
- Prepares quarterly call report in accordance with regulatory guidelines
- Assist internal and external auditors in the audit process and statement preparation
- Review, code and enter invoices into the accounts payable system
- Process payroll through third-party payroll software
- Assist as a liaison to the functions of the Bank's outsourced HR provider
- Assist as a liaison to the functions of the Bank's stock transfer agent as it relates to shareholder matters
- Analyze and recommend ways to reduce or manage expenses and increase efficiency
- Perform duties as may be assigned or required for efficient operation of the Bank

Skills required:

- Ambitious, analytical, self motivated individual with a strong work ethic, positive attitude and the ability to work independently and as part of a team
- Strong organization skills with the ability to multi task and prioritize conflicting demands
- Ability to pay attention to detail and quality of work
- Ability to communicate effectively, both written and verbally
- Proficient in Excel and be able to quickly learn various financial related systems
- Knowledge of regulatory / legal entity reporting
- Experience with FIS BancPac, Ascend, and regulatory reporting is a plus
- BS Finance / Accounting degree
- 3+ years related hands on work experience, CPA a plus

Location: Phoenix, Arizona

Candidates please contact Christine Haugen at 602.280.9426, or email qualifications to chaugen@republicaz.com.

Republic Bank of Arizona is an equal opportunity employer that provides team members an inclusive, supportive and equitable environment.

Republic Bank of Arizona has earned a five star "Superior" rating from Bauer Financial.