



1. Summary

Under the direction of the Chief Financial Officer, employee performs general ledger, bank account and other reconciliations for the bank and the holding company. The employee will assist in the preparation of financial statements and regulatory reporting. The Staff Accountant will be primarily responsible for processing accounts payable and will be trained to serve in a backup role in deposit operations and some aspects of Human Resources including the processing of payroll and related reconciliations.

2. Essential Functions

- Prepares all financial reports, including income statements and balance sheets, which accurately reflect the financial condition of both the bank and the holding company.
- Responsible for all accounting activities including reconciling balance sheet accounts, income tax accounting, and month, quarter, and year end closing.
- Ensures accounting procedures are in compliance with GAAP and applicable regulations.
- Completes all required bank and holding company regulatory reports, including, but not limited to, quarterly call reports, FRY-9, FRY-8, FR2900.
- Presents regular reports to the CEO and Board of Directors, and other entities, as needed, regarding the financial position of the bank.
- Coordinates external audit efforts.
- Manages development of bank's annual budget, in conjunction with Senior Management team. Regularly analyzes bank performance compared to budget. Provides detailed reports of that analysis to management and Board.
- Provides analysis of account activities and bank operations on an as-needed basis. Analyzes bank performance to pinpoint opportunities for increased efficiency and improved profitability.
- Oversees accounts payable, accounts receivable process.
- Maintains familiarity with the laws and regulations governing the sale of the bank's products and services.
- Develops and implements bank's plans and policies related to activities of a financial nature. Develops and implements new procedures for improved financial records maintenance and compilation of reports.

- Provides guidance regarding the pricing of the bank's financial products and services. Analyzes product and service profitability. Evaluates new products and services for profitability.
- Provides input regarding lease negotiation and capital purchases, as well as branch openings and closings. Oversees fixed asset accounting system.
- Liaison to regulatory agencies.
- Works with external accountants for income tax planning and annual report preparation.
- Manages bank's cash position. Determines bank's cash investment strategies. Monitors bank's liquidity position and cash needs.
- Manages bank's investment portfolio. Initiates sales, purchases of securities. Monitor quality, liquidity, profitability of investment portfolio in accordance with existing bank policies.
- Develops and implements bank's investment policy and liquidity plan balance risk, return, and liquidity needs.
- Develops plan to support strategic objectives of the bank.
- Provides direction on training activities and employee career development.
- Serves as trustee of the bank's 401k plan.

3. Essential Competencies

- Communicates in a straightforward and assertive fashion.
- Updates relevant people with timely information.
- Listens carefully to what others are saying.
- Respects and considers all opinions, even counter-opinions.
- Assumes responsibility for mistakes and failures.
- Demonstrates consistency between what is said and what is done.
- Behaves according to sound ethical and legal standards.
- Is respectful of others.
- Balances individual goals with team goals.
- Builds and maintains productive relationships with people throughout the organization.
- Maintains composure in frustrating situations.
- Demonstrates flexibility in working with others.
- Adapts to and helps others adapt to change.
- Demonstrates appropriate discretion; keeps confidential information private
- Demonstrates good interpersonal communication and presentation skills.
- Maintains a neat and professional appearance according to dress code in employee handbook.
- Demonstrates a consistently level of professional judgment.
- Maintains independence and objectivity in carrying out job responsibilities.
- Focuses and follows through on high priority issues and initiatives.
- Examines the data and establishes facts about the problem.

4. Additional Responsibilities

- Attends staff meetings as required.
- Performs other duties as assigned.

5. Required Education, Experience, and Skills

- Bachelor's degree in finance/accounting and 2 plus years related banking experience; or equivalent combination of education, training and experience.
- Bachelor's degree in Accounting preferred, but not required depending on experience.

6. Supervisory Requirements

- None

Applicants should submit resumes to humanresources@americanpridebank.com.