

### **Staff Accountant**

The same qualities that make Vinings Bank stand out among banks also make it a great place to work. If you desire a rewarding career in a professional atmosphere, are interested in participating in the growth of a forward-thinking organization, and are eager to provide exemplary service, you might just discover your career at Vinings Bank.

We are currently searching for a Staff Accountant. This position will perform various duties within the accounting department as follows:

#### **Essential Functions and Duties:**

- Responsible for preparation of general ledger and bank account reconciliations
- Responsible for maintaining the accrual and prepaid systems
- Maintaining the Fixed Asset System
- Assist with the accounting of OREO companies
- Perform pledging and balancing of Public Funds
- Perform Bond Accounting entries
- Provide the highest level of customer service to our customers
- Comply with all bank and personnel policies and procedures
- Proficiency in use of Windows, Microsoft Word, and Microsoft Excel
- Effective oral and written communication with clients, co-workers and all levels of management
- Perform other duties as may be assigned

#### **Minimum Qualifications:**

##### **Experience:**

- 1-2 years accounting experience required

##### **Education:**

- High School Diploma or equivalent required
- Associate or Bachelor degree in business or related industry preferred

**Qualified and interested candidates can submit their resumes to [careers@viningsbank.com](mailto:careers@viningsbank.com) or Fax 678-384-7899.**