

Position: Staff Accountant

This position will assist with a variety of reporting duties including management (internal) reporting and regulatory (external) reporting. The candidate will assist in all phases of the closing and reporting functions, including prepare journal entries, analyze and reconcile general ledger accounts, research and document complex accounting issues, as well as assist with special projects and ad hoc reporting requests as needed.

Work Location: Colony Bank, Fitzgerald, GA 31750

Essential Functions and Basic Duties:

1. Provides support for preparing financial statements by obtaining supplementary information.
2. Performs account reconciliations.
3. Analyzes and verifies information through advanced application of spreadsheet design.
4. Maintains and updates fixed-asset records including depreciation schedules and reconciles reports periodically.
5. Prepare, examine, or analyze accounting records, financial statements, regulatory reports, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
6. Assist in preparation of tax returns by gathering and maintaining information and reports as needed.
7. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
8. Report to management regarding the finances of establishment.
9. Develop, maintain and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
10. Develop, implement, modify and document recordkeeping and accounting systems, making use of current computer technology.
11. Prepare forms and manuals for accounting and bookkeeping personnel and direct their work activities.
12. Survey operations to ascertain accounting needs and to recommend, develop or maintain solutions to business and financial problems.
13. Ensure all corporate and normal business and ethical standards are closely adhered to and correct any deviations encountered and appropriate controls are administered.
14. Complies with all bank and personnel policies and procedures.
15. Complies with all federal and state laws and regulations.
16. Complete periodic training provided by and/or required by Colony.
17. Perform other related duties as assigned or requested.

Qualifications:**Education:**

1. Bachelors Degree in Accounting or Finance.

Experience:

1. Experience in banking preferred.
2. Some financially-related work required.

Knowledge:

1. Some basic knowledge of accounting and finance.
2. A general knowledge of Microsoft Office.

Skills/Abilities:

1. Good computer skills
2. Ability to think and analyze quickly, while producing quality work
3. Highly detail-oriented
4. Must present professional image when dealing with interdepartmental and external representatives.
5. Good writing skills

If interested, e-mail your resume to: hr@colonybank.com

Equal Opportunity Employer / Minorities / Females / Disables / Veterans / Drug Free Workplace