

join our
team!



Greater Community Bank is looking for a detail-oriented and motivated Staff Accountant to prepare journal entries and financial statements, perform general ledger account and bank statement reconciliation, create and maintain periodic reporting, and maintain fixed asset systems. The Staff accountant also assists with annual budgeting, expenditure reporting, preparing statistical and financial reports for creditors and agencies, maintaining records, and assisting the CFO.

Essential Duties:

- Enters invoices & journals in Prologue and Quickbooks.
- Prints expense checks; files invoices.
- Posts A/P journal entries to general ledger; files and prints A/P reports.
- Monitors and maintains electronic transactions in the Bank's expense accounts.
- Prepares balance sheet account reconciliations daily, weekly, or monthly, as required.
- Prepares official check reconciliations.
- Posts journal entries to general ledger daily and monthly.
- Monitors and clears suspense accounts, as needed.
- Posts journal entries to Prologue and QuickBooks, as needed.
- Maintains departmental files.
- Maintains shareholder accounting files.
- Prepares and remits backup withholding.
- Scans and indexes accounting records into imaging system, as needed.
- Compiles management reports to provide to CFO.
- Completes administrative filing.
- Maintains a reasonable knowledge of the regulatory requirements that are specific to this position, including Bank Secrecy Act and Anti-Money Laundering Polices.

- Stays abreast on any changes in regulatory reporting requirements, tax laws, and general accepted accounting rules.
- Prepares reports for the monthly board package.
- Contributes to building a positive team spirit, understands the importance of a positive work environment and adds value to the progressive culture within the Bank.
- Collaborates with others at all levels to ensure organizational goals are obtained.
- Participates in various committees within the Bank, as needed or assigned.
- Actively promotes and refers business to other areas of the Bank
- Provides support for Retail and Branch Operations, if applicable.

Required Education, Experience and Skills:

- Combination of two years college education and/or at least two years experience in an accounting department and/or similar clerical experience desired.
- Basic understanding of liabilities and payment obligations.
- Basic understanding of department purchasing activities and supply management.
- Basic understanding of general ledger account structure.
- Ability to reconcile assigned general ledger accounts.
- Proficiency with MS Word and Excel and QuickBooks for Windows.
- Good verbal and written communication skills required.
- High degree of accuracy and attention to detail.
- Good organizational skills in administrative functions.
- Basic skills in accounting (e.g., 10-key calculator, typewriter, and computer data entry).
- Demonstrated record of good work attendance.
- Ability to work well with vendors and cooperatively with other staff and departments.

Please submit a resume to Careers@GreaterCB.com. Greater Community Bank is an Equal Opportunity Employer.