



JOB TITLE: Accounting Assistant II
FLSA STATUS: Non-exempt
DATE: January 2019
REPORTS TO: Controller
JOB GRADE: 11

PRIMARY PURPOSE OF JOB

This position assists the Accounting Department and Controller with accounting functions, such as balancing, reporting & accounts payable and receivable processing for Macon Atlanta State Bank.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned*

- Assists Accounting Department and Controller with daily operations.
- Assists with periodic audits schedules. Helps to monitor implementation and completion of departmental audit activities.
- Assists with financial reporting, financial analysis, cash management and forecasting reports.
- Helps maintain general ledger accuracy and suggests changes in response to business needs.
- Balances internal and correspondent accounts as assigned.
- Assists with the processing of bills for payment.
- Produces appropriate checks for distribution
- Assists in maintaining accounts payable files.
- Performs analysis and research of all open accounts payable problems
- Reviews accounts payable policies and recommends changes as needed.
- Helps with special projects in back room operations
- Maintains files on W-9s for all vendors and assists with vendor management.
- Assists with verification of parameter set up in accounting software.
- Assists with assurance the financial institution's accounting procedures are in compliance with generally accepted accounting principles.
- Prepares reports such as statement of condition report; stock report, appreciation and accrual, etc.
- Coordinates filing of required tax forms and maintains overall tax records.

ADDITIONAL JOB DUTIES

- Represents Macon-Atlanta State Bank in various community, civic, and community reinvestment functions to further enhance the Bank's image and develop additional business.
- Stays current on products available in other bank departments; matching customers to new services and product promotions; ascertaining customers' needs.
- Complies with bank operations and security policies and procedures.
- Maintains a professional appearance and work area; dressing in accordance with bank dress code; keeping work area stocked with required supplies; organizing work space for efficiency and appearance; reporting malfunctions of computers and other equipment.
- Maintains customer confidentiality and protects bank operations by guarding customer's personal and account information; being vigilant regarding potential information security threats
- Maintains knowledge of and complies with regulatory guidelines governing financial institutions and Macon-Atlanta State Bank policies and procedures by completing assigned and voluntary training; reading and reviewing Macon-Atlanta State Bank policies & procedures at time of hire and subsequent revisions.
- Contributes to a team effort for the bank by completing other duties as needed.
- Other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong attention to detail and ability to minimize errors in work.
- Strong analytical skills and ability to trouble-shoot problems.
- Understanding of bank’s products and services.
- Excellent computer skills (Excel, Word, Adobe, Banking Software) and basic knowledge of office equipment.
- Excellent accounting and tax skills, as well as familiarity with regulations governing accounting in a financial institution.
- Excellent knowledge of math and financial calculations (profit, loss, accrual, etc.).
- Ability to establish and maintain effective working relationships with other employees.
- Ability to communicate professionally with coworkers, customers and vendors
- Perform other related work as assigned.

ORAGANIZATIONAL CORE COMPETENCIES

Building Trust: *Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.*

Customer Focus: *Ensuring that the constituent perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers’ and own organization’s needs.*

DEPARTMENTAL CORE COMPETENCIES

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor’s degree in accounting or related field required
- Three to five years of financial industry accounting experience required; or,
- Three to five years of experience in banking (retail, lending etc.) with some financial industry accounting experience required
- Advanced experience in Excel preferred

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents & reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with coworkers and general public in person or via a headset.				X
Sitting: Must be able to sit for long periods of time.				X
Standing/Walking: Must be able to move about the work area.	X			
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and check equipment.	X			
Lifting/Pulling/Pushing: Must be able to lift 30 pounds with or without reasonable assistance.	X			
Driving: Must be able to drive locally on occasion for work-related assignments.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

The work environment is usually a well-lighted, environmentally controlled indoor environment with a controlled level of noise.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date