



Senior Accountant - Reporting

Department: Accounting & Finance

Job Code: 041-11

Reports to: Corporate Controller

FLSA: Exempt

Grade 11; Range \$52,986.87 to \$82,129.65

Supervises: None

SUMMARY

Responsible for preparing all financial reports including preparation of internal reports (Board Financials and CAMELs package), SEC reports and regulatory reports. Position will be responsible for leading the accounting monthly close process. Also responsible for maintaining effective internal controls over financial reporting and related Sarbanes Oxley compliance. Position also serves to ensure a tight cohesion between the accounting/finance functions and other departments by working with management and staff on issues affecting the general ledger, regulatory reporting and SEC reporting.

MINIMUM REQUIREMENTS FOR POSITION:

- Minimum Bachelor's degree or equivalent work experience. CPA a plus, but not required.
 - 3 – 6 years experience in bank financial reporting and accounting management or equivalent experience.
 - U.S. public company reporting experience or working in an advisory or auditing capacity for an SEC registrant required.
 - Strong understanding of U.S. GAAP reporting.
 - Ability to communicate (written/oral) with all levels of staff, bank clients, auditors and outside vendors.
 - Strong problem solving and analytical skills.
 - Ability to build effective business relationships and work with people at all levels.
 - Strong organizational skills and ability to prioritize competing demands.
 - Proficient knowledge of Microsoft Office (i.e. excel, word, outlook, powerpoint).
 - Strong knowledge of Bank Core System and Related Automated Reporting Tools.
 - Ability to effectively multi-task, work under pressure and meet tight deadlines.
 - Ability to think creatively to analyze and solve problems, exercise judgment and work independently with minimal supervision.
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PRIMARY ACTIVITIES AND RESPONSIBILITIES:

- Prepare drafts of regulatory reports to FRB, FDIC and Bureau of Banking, including quarterly Call Reports, FR-Y8 and FR-Y9 reports for the Corporation and periodic FR-Y6 and Y-10 reports for the Corporation. Prepare drafts of SEC reports, including the quarterly 10-Q's, the annual 10-K and Proxy, and other required reports (8-K's).
- Prepare drafts of quarterly press releases of the Company.
- Ensure timely and accurate completion of the monthly Board Financials and CAMELs package.
- Work closely with the accounting department and ensure that the accounting and finance functions are integrated and employees are knowledgeable about the financial reporting ramifications of accounting procedures, policies and decisions.
- Manage the general ledger, including daily review of all entities. Lead the accounting monthly close process.
- Coordinate internal controls for financial reporting for all parts of the Corporation.
- Coordinate with other departments on the quality and correctness of system reports produced for internal, external and regulatory reporting needs.



- Work closely with the Corporate Controller and CFO on various projects.
- Other such duties as assigned from time to time.
- Maintains compliance with and adheres to state and federal regulations and bank policies and procedures, including, but not limited to, requirements regarding the Bank Secrecy Act, FACT ACT, Community Reinvestment Act, and EEO/AA/Fair Employment Practices.