

Job Title: Staff Accountant

Position Purpose

The Staff Accountant will perform a variety of accounting functions necessary to maintain accurate records for the Bank.

Essential Duties and Responsibilities

The following represents a list of essential duties and responsibilities; other duties may be assigned as required.

- Prepare and post entries for daily activity and month end standard journal entries.
- Prepare daily and monthly reconciliations.
- Monitor daily Federal Reserve cash position.
- Process and monitor Prepaid and Fixed Asset transactions including adding, disposing, and deleting of assets.
- Responsible for all aspects of the Bank's weekly Accounts Payable and Receivable functions including coordination of vendor additions with the Bank's vendor management function and origination of electronic tax payments.
- Processes donation requests through Charitable Foundation.

Other Duties

- Monitor monthly federal & state tax withholdings, remits payments of each to IRS and Commonwealth and prepares annual 945 reports to IRS.
- Prepare and remit the annual abandoned property payment to the Commonwealth of Massachusetts.
- Prepare monthly FNMA loan reports to recognize gain on sale of loans and excess servicing fees.
- Other special projects as assigned by manager.

Managerial Responsibilities

- Not applicable.

Minimum Required Technical Skills and Qualifications

- 2-4 years of accounting or bookkeeping experience, preferably in a banking environment.
- Strong organizational, analytical, and attention to detail skills.
- Good communication and interpersonal skills.
- Strong computer skills, proficient in Microsoft Office suite.

Education/Certifications/Licensure

- High School diploma and specialized coursework and training or the equivalent to 2 years of college level courses.

Language Skills

- Ability to interact with and management and staff.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions.
- Ability to communicate with customers.

Physical Demands

The physical demands and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to see and read fine print. Employee will have close visual contact with a computer monitor constantly.
- Must be able to communicate utilizing a telephone.
- Must have the mobility to allow access to all parts of the office.
- Must be willing and able to learn all the necessary computer functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.