

ACCOUNTANT

**FNB** **Germantown** **Job** **Description** 2023

# Position Summary

This role is primarily responsible for the accounting function within the bank. As a member of the FNB team, you are required to provide Loyalty Level Customer Service to ALL customers. You are responsible for continuous improvement and the efficient operations of the bank. As a member, you will embody the mission, vision, and values of the Bank.

**OUR PASSION**

**Bettering People’s**

**Lives**

**OUR VALUES**

**Trusted Service**

**WOW Customers**

**Support Community**

**Support Active Learning**

**OUR NICHE**

**Personal Touch**

**Service**

# Essential Functions

 Develops, implements, and maintains the bank’s accounting systems, policies, and procedures.

 Prepares various financial statements in accordance with generally accepted accounting principles.

 Monitors/balance and maintains liquidity position and reporting. .

 Prepares and submits reports as required by regulatory agencies, external and internal auditors, and

tax agencies.

 Meets with other members of the management team to discuss bank goals and strategies.

# Major Responsibilities

 Prepares journal entries, month-end close, and general ledger reconcilements

 Preparation of monthly, quarterly and annual financial reports.

 Prepares various schedules and analysis for budget.

 Prepares commercial loan financial statement analysis for new loans and annual reviews.

 Accounting for investment portfolio.

 Prepares quarterly call report.

 Quarterly asset/liability data preparation, submission and reporting .

 Reconciles bank statements. Researches and follows up on outages and differences.

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# Required Qualifications



**Contact** **Us**

**FNB** **Germantown**

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Visit us on the web at [www.fnbgermantown.com](http://www.fnbgermantown.com/)

CONNECT WITH US

 Bachelor’s Degree in Accounting or Finance or equivalent from

a four year college or university with 2 years experience in a

financial institution

 Strong knowledge of banking regulations, operations and practices preferred but not required.

 Strong command of Microsoft Excel, Word and Outlook.

 Strong communication skills with the ability to present information in verbal

or written form to customers or other team members.

 Maintain knowledge of principles and methods for showing,

promoting and selling products or services.

 Excellent time management skills and the ability to effectively

allocate resources.

# Position Identification

## Q: What type of position is Executive Assistant?

A: Full-time, non-exempt

## Q: Who does this position report to?

A: President & CEO

## Q: Does this position have any supervisory responsibility?

A: No

**DISCLAIMER:**



***“Come*** ***with*** ***Energy*** ***and*** ***Enthusiasm*** ***to*** ***Create*** ***Change.”***

*- Heidi* *Grant,* *President & CEO*

**FNB** **Germantown** **— Your** **Community.** **Your** **Bank.**

This position description is intended to describe the general nature and level of work being performed by employees in this role. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Management reserves the right to revise this position and to assign or reassign duties to/from this role at any time. This is not to be construed as an employee contract.

Review of this position has excluded the marginal functions of the position that are incidental to the performance of funda- mental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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| **Acknowledgement** | |
| Employee: | Manager: |
| Signature: | Signature: |
| Date: | Date: |