Golden Valley BANK

JOB DESCRIPTION

ACCOUNTING SERVICES SPECIALIST		
CLASSIFICATION	***FLSA STATUS***	***DEPARTMENT***
Full-Time	Nonexempt	Administration

❖ POSITION OVERVIEW

Assists the Administration Area by performing a wide variety of tasks and duties. This position has multiple task responsibilities. This position requires limited supervision when performing routine operating tasks.

❖ ESSENTIAL FUNCTIONS

1. Input and balance entries to the Accounts Payable System to ensure timely payment of invoices.
2. Obtain W-9's from vendors and maintain file.
3. Submit applicable vendors to EDD.
4. Maintain accurate Year to Date vendor totals to ensure correct 1099-Misc reporting to the IRS.
5. Input and balance entries to the Fixed Asset System.
6. Wire transfer processes, including incoming, outgoing, verifying and balancing functions.
7. Reconcile correspondent accounts: PCBB, FRB, FHLB and TIB (rotate weekly with Central Operations Specialist).
8. Reconcile various accounts, including general ledger, ATM Settlement, Official Checks, IPay, ACH Settlement, etc.(rotate weekly with Central Operations Specialist).
9. Compile figures and information necessary for Management to assess cash position on a daily basis.
10. Calculate and input daily entries to invest excess balances.
11. Input monthly accrual entries.
12. Retrieve securities reports and enter securities activity transactions including monthly accrual entries.
13. Maintain organized bank investment files including securities and bank time deposits.
14. Audit GL tickets and Blocks.
15. Prepare monthly certifications for accounting department.
16. Prepare general ledger entries and research general ledger issues.
17. Provide sub ledgers expenses incurred for impaired loans to CCO.
18. Maintain files for the Accounting/Finance Department.
19. Prepare and submit FR2900Q report.
20. Develop and maintain current written procedures for responsibilities.

21. Back up Central Operations Specialist. (See job description)
22. Back up Operations Department with branch capture, cash turn ins, etc.
23. Assist customers in person or by phone.
24. Provide clerical support and research assistance for special projects when assigned.
25. Represent Golden Valley Bank with a high level of integrity and professionalism.
26. Adhere to Golden Valley Bank policies and support management decisions and goals in a positive, professional manner.

❖ ADDITIONAL RESPONSIBILITIES

1. Perform other duties, as assigned.

❖ INTERACTION AND ENVIRONMENT

Reports To: Controller

Work areas are inside in a climate-controlled environment with light background noise.

❖ MATERIAL AND EQUIPMENT USED:

Computer	Fax Machine	Copier
E-Mail	Telephone	Voice Mail
Currency Counter	Ten-Key Adding Machine	General Office Supplies

❖ PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Sitting/Mobility: Approximately 75% of time is spent working at a desk. Balance of time (approximately 25%) is spent moving around work areas.

Communication: Ability to effectively communicate with customers, co-workers and outside agencies, by telephone and in person.

Vision: Ability to effectively use a computer screen and interpret printed materials, memos and other appropriate paperwork.

Lifting/Carrying: Ability to transport files and office supplies.

Stooping/Kneeling: Ability to access files/stock supplies in low cabinets and shelves.

Reaching/Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment and supplies.

❖ PROFICIENCIES

1. Strong ability to maintain cordial and professional relationships with customers and co-workers.
2. The ability to prioritize and complete tasks within established time frames.
3. Strong knowledge of MS Office: Word, Excel and Outlook.
4. Strong problem solving skills, with the ability to work independently with little supervision.

5. Strong analytical ability with active listening skills.
6. Ability to work accurately with close attention to detail.
7. Ability to maintain confidentiality of sensitive information.
8. Ability to work in a fast-paced environment with a willingness to adapt to changing business needs and deadlines.
9. Ability to manage change effectively and resolve conflicts as they arise.
10. Ability to study and apply new information.
11. Possess a work ethic that includes neatness and punctuality.
12. Good communication skills, verbal and written, as well as basic mathematical skills.

❖ EDUCATION AND EXPERIENCE

1. High school diploma or equivalent.
2. At least two (2) years of experience with a financial institution.

❖ ACKNOWLEDGEMENT

I have received and reviewed a copy of the Accounting Services Specialist job description. I understand that this job description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Golden Valley Bank, under which either Golden Valley Bank or I can terminate the employment relationship at any time, with or without cause or notice.

_____	_____
Signature of Hiring Manager	Date
_____	_____
Signature of Employee	Date