

**JOB TITLE:** General Accountant

**STATUS:** Non-Exempt

**REPORTS TO:** Director of Accounting and Finance

**MISSION:** Performs a wide range of duties related to bank operations, human resources, accounts payable, and regulatory reporting ensuring proper workflow to meet deadlines. Provides quality customer service to internal and external stakeholders.

**INTENT:** Employee must possess a general understanding of generally accepted accounting principles and regulatory accounting, and how these principles affect the management of the Bank.

**PRINCIPAL ACCOUNTABILITIES:**

**Accounting/Finance:** Performs accounting assignments in accordance with standard procedures.

- Prepares and /or inputs journal entries, including fixed assets, depreciation, investment, and lease entries.
- Balances and maintenance of GL accounts including creation of GLs, balances correspondent bank, ensures the bank's assets/liabilities & Equity are in balance, and checks certain general ledger accounts on daily basis to ensure proper balance and entries.
- Performs daily cash reconciliation.
- Collaborates with Accounting Specialist to perform accounts payable function for the Bank including verifying proper approval on all non-recurring bills, assigning GL accounts as directed, preparing checks for signature, assuring checks are signed by an employee with appropriate authority, and mailing checks to vendors in a timely and efficient manner.
- Prepares monthly certifications for review.
- Supports the preparation of Regulatory Reporting including quarterly call report and Oregon Public Funds, and other internal financial reports.
- Assists in closing of month-end, quarter-end, and year-end.
- Collects and inputs corporate bankcard expense.
- Supports the preparation and maintenance of monthly accruals.
- Process investment transactions and maintain pledging records.
- Cooperates with banking regulators, as well as internal and external auditors during their examinations of the accounting function.
- Performs other accounting/finance functions requested by supervisor as they relate to the Bank.

**Human Resources:** – Provides assistance to ensure HR functions run smoothly and effectively to deliver maximum value to the organization.

- Assists with conducting employee onboarding.
- Maintains employee files in electronic and paper form.
- Assists with processing and maintenance of payroll.
- Assist with other Bank HR duties as requested.

**Special projects:** Organize, lead, and help execute bank projects that may fall outside the scope of regular duties.

**Compliance:** Assists in the Bank's compliance with all federal and state laws and regulations in relation to accounting and HR.

- Responsible for learning all relevant federal and state banking rules and regulations related to the function.
- Completes all assigned compliance training in accordance with designated schedule.

**Interpersonal/Team Skills:** Establishes and maintains effective rapport within the department as well as with other internal/external customers, vendors, management, etc., to ensure quality services and products.

- Keeps manager informed of potential internal/external customer concerns, etc. Ensures manager is informed of any potential impedance to the performance of assigned tasks. Solicits help and input as necessary.
- Negotiates and resolves conflicts regarding work assignments, communicating problems, suggestions, etc., to manager as appropriate.
- Participates in work unit or Bank activities that enhance the efforts and goals of the Bank and/or team.
- Contributes to teamwork by taking the initiative to assist co-workers, actively participating in staff meetings, suggesting productivity improvements, complying with attendance and other human resource policies, and being pro-active in problem resolution.

**MINIMUM JOB and EXPERIENCE REQUIREMENTS:**

- 1-2 years of prior accounting experience
- Reasonable understanding of accounting principles for generally accepted accounting principles for banking industry, financial reporting, regulatory accounting and the Bank's operations, policies, and procedures.
- Excellent verbal and written communications skills, strong math skills and attention to detail required.
- Good knowledge of accounts payable system, excel, work, and other Bank systems.
- Demonstrated effective time management skills and ability to work in a team environment to accomplish work assignments under deadlines.
- Regular attendance required.

**Scope of Responsibility:** The employee has significant financial and organizational responsibilities. The nature of the work is such that failure to perform satisfactorily has a costly and significant impact on part of the organization. This position has no direct supervisory responsibilities.

**Internal Contacts:** This position has contacts with: Senior management officers or officials, which involves exchanging information; managers, professional employees, or program administrators,

which involves exchanging information; and non-managerial employees, which involves exchanging information.

**External Contacts:** This position has contacts with: Business or professional representatives of outside groups, agencies, or organizations; outside clerical, production, or service employees or job applicants; and business or professional representatives of client or competing organizations or governmental enforcement agencies; which involves explanation and discussion of complex information through the use of human relations skills and exchanging information.

**Physical Demands:** The work requires the ability to operate office machines and equipment, such as personal computers, printers, copying machines, fax machines, calculators, and telephones. The work requires the ability to communicate clearly with customers, coworkers, and others in person and on telephones. Work activities involve combinations of sitting/standing for extended periods, lifting, and carrying.

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The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MANAGER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_