



## **1<sup>st</sup> Capital Bank**

### **POSITION DESCRIPTION**

Title: Senior Accountant

Reports to: Controller

FLSA Status: Exempt

### **POSITION SUMMARY:**

The Senior Accountant performs a variety of financial and accounting tasks that require knowledge of generally accepted accounting principles, regulatory and financial reporting requirements. Position requires a high degree of accuracy and attention to detail while adhering to established timelines.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Reconcile the Federal Reserve account and other correspondent bank accounts.
- Maintain fixed asset, prepaid, investment securities, and accrual records including researching and resolving variances.
- Prepare a variety of general ledger entries related to daily activities and month end close.
- Reconcile and research suspense items and non-post transactions.
- Monitor daily exception reports.
- Reconcile monthly payroll account.
- Prepare supporting spreadsheets and schedules for asset liability committee, management and board reports, regulatory reporting, internal and external audits.
- Prepare a variety of monthly account certifications.
- Support accounts payable activities.
- Develop and maintain desktop procedures.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

A combination of education, training and/or experience, demonstrating knowledge and abilities consistent with position qualifications.

- 3 years accounting experience in Finance or related field.
- Bachelor's Degree in Finance, Accounting or related field preferred.
- Experience with Fiserv and/or Sage a plus. Intermediate to advanced excel skills.

The Senior Accountant must be a self-starter with demonstrated ability to work independently; detailed, analytical and responsive. A team player with a positive attitude and a high sense of urgency.

### **SUPERVISORY RESPONSIBILITIES**

None.

## **PHYSICAL DEMANDS**

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

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit for prolonged periods. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.
- Noise level in the work environment is usually moderate.