

# LIBERTY BAY BANK

## ACCOUNTING ASSISTANT JOB DESCRIPTION

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| <b>TITLE:</b> | <b>Accounting Assistant</b>               | <b>REPORTS TO:</b> | <b>Senior Accountant</b> |
| <b>FLSA:</b>  | <b>Non-Exempt</b>                         | <b>CATEGORY:</b>   | <b>Part Time</b>         |
| <b>SHIFT:</b> | <b>Monday-Friday; 8:00 a.m.–5:00 p.m.</b> | <b>DATE:</b>       | <b>March 1, 2021</b>     |

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### SUMMARY

The position of Accounting Assistant is responsible for supporting the Accounting Department in ensuring the smooth operations by performing a variety of accounting duties; processes accounts payable invoices; performs daily and monthly general ledger reconciliations including correspondent bank account reconciliations; maintains files; and performs other duties associated with the Bank's general ledger accounts.

Assures compliance with all Bank policies and procedures, as well as, all applicable state and federal banking regulations.

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### ESSENTIAL DUTIES

1. Provides support to all assigned areas in the Accounting Department where service or assistance is needed.
2. Processes daily cash transactions; prepares worksheets and reports, calculates excess liquidity for investment, transfers funds for investment in accordance with Bank policies
3. Reconciles and balances correspondent bank due from and due to bank accounts to statements; reviews the daily teller cash balancing.
4. Performs daily and monthly certifications to ensure transactions balance to the general ledger; clears out non-posted items daily; ensures accuracy and proper documentation of transactions; follows-up on out-of-balance items to resolve problems as necessary.
5. Performs monthly wire certification, ensuring wires are processed correctly and according to bank procedures.
6. Processes accounts payable invoices to ensure timely payment and proper general ledger posting; reconciles expense checks to issued statements and the general ledger.
7. Balances and reconciles fixed assets to ensure assets have been properly capitalized; runs monthly depreciation expense reports; prepares annual personal property affidavits.
8. Prepares general entries for investment security sales, purchases and payments; balances and reconciles investments to monthly reports, prepares entries for monthly interest accrual, amortization and accretion of premiums and discounts and marks AFS investments to market value.
9. Compiles miscellaneous general ledger entries/accruals for month end close.
10. Gathers and calculates data and prepares a variety of monthly, quarterly and annual reports for management and others; ensures reports are accurate, complete and prepared on time. These reports include the B&O tax reporting, Public Fund reporting, and IOLTA/IRETA interest reporting.
11. Operates personal computer to create and review reports, process account activity, determine balances, and resolve problems within given authority.
12. Records, files, scans documents, updates information, and sorts mail or reports as required.

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## ACCOUNTING ASSISTANT JOB DESCRIPTION

13. Performs related clerical duties such as answering the telephone, taking messages or forwarding calls, copying, typing routine letters, envelopes and forms, and filing.
14. Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.
15. Demonstrates knowledge of and adherence to EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes working environment free of harassment of any type; builds a diverse workforce and supports affirmative action.
16. Follows policies and procedures; completes administrative tasks correctly and on time; supports the Bank's goals and values; benefits the Bank through outside activities.
17. Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

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### SECONDARY DUTIES

The position of Accounting Assistant performs duties specific to the position and other functions as assigned.

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### SUPERVISORY RESPONSIBILITY

The position of Accounting Assistant is not responsible for the supervision of any employees.

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### ENVIRONMENT AND PHYSICAL ACTIVITY

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to 10 pounds), seeing (such as close, color and peripheral vision, depth perception and adjusted focus), and sitting.

The incumbent for this position may operate any or all of the following: telephone, copy and fax machines, adding machine (calculator), scanner and image systems, personal computer and related printers, or other equipment as directed.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The physical demands 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.

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### MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, multiple concurrent tasks, and constant interruptions.

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### MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Associate's degree (AA) or equivalent from a two year college or technical school; or 5 years of related experience and/or training; or the equivalent combination of education and experience. Work related experience should consist of a financial institution accounting or bookkeeping background. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be business or financial industry related.
- Basic knowledge of related state and federal banking compliance regulations, and other Bank operational policies.
- General banking experience, methods and procedures related to Federal Funds transactions and bank account or general ledger reconciliation.
- Intermediate skills in personal computer operation; mainframe computer system; word processing and spreadsheet software programs.
- Intermediate typing skills to meet production needs of the position.
- Basic math skills; calculate interest and balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors.
- Effective verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions, interpret documents, understand procedures, write reports and correspondence, and speak clearly to customers and employees.
- Ability to deal with difficult problems involving multiple facets and variables in non-standardized situations.
- Effective organizational and time management skills.
- Ability to work with minimal supervision while performing duties.
- Current driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

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Management reserves the right to change this job description at any time according to business needs.