FOUNDERS Bank&Trust

JOB DESCRIPTION

JOB TITLE:	Senior Accountant	**DATE:**	July 17, 2013
DEPARTMENT:	Accounting	**REVIEWED BY:**	AVP, Assistant Controller

GENERAL SUMMARY:

All positions at Founders Bank & Trust require a high level of commitment to exceptional client service and client relationship development. All Bank employees must be enthusiastic about this commitment and exhibit it at all times. The Senior Accountant is responsible for the overall accuracy and integrity of the bank's general ledger through overseeing all processes that impact the general ledger and ensuring that the processes are documented and performed above standard accounting practices. In addition, the Senior Accountant is responsible for assisting in the preparation of statutory and regulatory reporting.

ESSENTIAL FUNCTIONS:

1. Energetically develops a 'raving fans' environment when dealing with internal & external clients.
2. Responsible for the timely completion and accuracy of the following general ledger activities:
   - Reconciling correspondent bank accounts.
   - Reconciling cashier, money order, ATM and other internal DDA accounts.
   - Maintaining and reconciling the bank's prepaid and other assets accounts.
   - Maintaining and reconciling the bank's accrual and other liabilities accounts.
   - Recording and reconciling the bank's investment transactions.
   - Monitoring and managing the bank's fixed assets.
   - Recording and reconciling the bank's mortgage servicing rights.
   - Ensuring FAS 91 compliance through set-up and reconciliation of Deferred Loan Fees
   - Ensuring sweep product compliance through confirmations and collateral monitoring.
   - Recording daily standard journal entries and bi-weekly payroll entries
3. Efficiently processes accounts payable through accurate approval of invoices, accurate allocation to g/l accounts, proper input to the accounts payable system, accurate printing of checks, mailing the remittance copy with the check and the accurate filing of paid invoices.
4. Monitors and manages daily deposit reclassification (CETO) to minimize bank reserves.
5. Accounting for the bank's non-branch deposit funding sources including FHLB Advances, Brokered CDs, CDARs and ICS deposits.
6. Determines daily fed funds buying or selling requirements, including wiring funds from one correspondent bank account to another, through accurate and efficient preparation of Bank's daily cash position report.
7. Assists in the preparation and filing of statutory and regulatory reports including but not limited to the following:
   - Weekly FR2900 Report
   - Quarterly Call Report
   - Quarterly IOLTA Reporting and interest submission
   - Semi-Annual FRY-9SP Report
   - Annual Y-6 Report

This job description reflects the general details of the specific job identified and is not necessarily a complete listing of all the frequent and infrequent essential functions that may be involved in the job.

All employment with Founders Bank & Trust is at-will, which means that the company has the right to terminate employment and compensation at any time and for any reason, as does the employee. Nothing contained herein is intended to create any contractual obligation. No one other than the Board of Directors may make any contrary commitments.

- Annual FRY-11 Report
- Annual Summary of Deposits Report
- Annual Report of Unclaimed Property

8. Assists in compiling data and ensuring reasonableness of information submitted for bank audits.
9. Assists in the preparation of reports to support the annual budget process.
10. Participates in projects to create efficiencies within the department and organization
11. Involved in a variety of clerical and minor accounting functions as necessary, including, but not limited to, data input for general ledger, filing, and record keeping.
12. This list of essential functions is not complete and will be supplemented as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrate initiative (self-starter), positive attitude, dependability, and a good attendance.
2. Ability to work independently and be resourceful in resolving technical problems.
3. Demonstrate sound judgment and organizational skills with an ability to perform tasks with great efficiency and accuracy.
4. Ability to work professionally and communicate effectively with all levels of the organization to attain objectives.
5. Experience with efficiently operating accounting software applications.
6. Proficient working knowledge of Microsoft Office applications including Outlook, Word and Excel.
7. Ability to meet attendance requirements; this position is exempt from overtime (exempt).
8. Excellent credit history.

WORK ENVIRONMENT:

A clean office environment consisting of open work areas.

PHYSICAL DEMANDS:

Ability to move about the office effectively. Ability to effectively use all tools and equipment needed. Must be able to lift up to 15 pounds.

MINIMUM POSITION REQUIREMENTS (Education, Experience, and Certification):

1. Bachelor's degree in related field required.
2. Minimum 4 years progressive accounting experience.
3. Banking experience preferred but not required.

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