



Savings Bank
OF MENDOCINO COUNTY
Member FDIC

Job Description

Job Title: Accountant 1 - Accounts Payable Clerk

Department: Controller

Reports To: Controller

Salary Grade/Salary Range: 7 (\$14.65/hr.-\$23.41/hr.)

Revision Date: 09/04/2014

Position Summary

This position functions within all aspects of the accounting environment. The incumbent will be required to perform highly specialized work for maintenance and recording of financial transactions. Requires judgment and decisions based on experience and knowledge of generally accepted accounting principles. Main focus is on Accounts Payable processing.

Essential Job Functions and Responsibilities

- Regular and predictable attendance and punctuality.
- Daily receipt, verification, input of invoices and processing of payments in compliance with financial policies.
- Prepares daily, weekly and monthly accounts payable reports including all maintenance and accounting records.
- Prepares and monitors month-end accruals and reconciliations for prepaid accounts, fixed assets, accruals and other accounts required.
- Responsible for daily Fed Funds, correspondent bank and postage management.
- Prepare weekly Federal Reserve reports FR2900, FR2644 and Local Agency Deposits.
- Prepare weekly deposit change report.
- Manage the Bank's fixed asset database.
- Performs general accounting duties including daily, weekly, and monthly general ledger tickets.
- Perform all accounting duties for Savings Bank Building Corporation.
- Assists in review of monthly expenditures and month-end management reports.
- Prepares and analyzes management reports as needed.
- Verifies compliance with financial policies, including W-9, CA 590, EDD, use/sales tax and 1099 reporting.

- Other duties as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Requirements

- College degree or two years accounting experience preferred.
- Previous banking experience desirable.
- Accounts Payable experience preferred.

Minimum Typing Speed Required

Basic typing skills required.

Language Skills

- Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums.
- Ability to write routine correspondence and communicate effectively and tactfully, orally and in writing with employees, customers, vendors and management.
- Must possess the ability to speak clearly so others can understand.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Bilingual skills desirable.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use a financial calculator.

Reasoning Ability

Ability to analyze and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities

- Familiarity with Windows-based computer required. Previous experience with the Microsoft Office suite and banking-related software preferred.

- **Evaluating Information to Determine Compliance with Standards** – Using relevant information and individual judgment to determine whether transactions, events or processes within scope of authority comply with laws, regulations or Bank standards.
- **Establishing and Maintaining Interpersonal Relationships** – Developing constructive and cooperative working relationships with others and maintaining them over time.
- Must be a self-starter, assume responsibility, display initiative, and make and act upon decisions within the scope of assigned authority.
- Computer skills required in spreadsheets and other computer applications.
- Ability to operate 10-key adding machine and other financial calculators.
- Understanding of management principles, general business systems and internal controls.
- Must possess attention to detail with a high level of accuracy.
- Demonstrates effective organization and time management skills.
- Knowledge of bank on-line systems helpful.
- Ability to attend job-related seminars as required.
- Ability to set priorities for work load in assigned areas of responsibility.

Environmental Demands

Position is in a busy open office area where you may experience many interruptions throughout the day.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 20-25 pounds and occasionally lift and/or move 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Post-offer physical is not required for this position.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.

Employee Signature

Date

Supervisor Signature

Date