



Accounting Specialist

Come grow with us and join the One Community Bank!

We are currently searching for an Accounting Specialist. This position will provide support to the accounting and financial areas, including accounts payable, general ledger accounting, and account reconciliation.

Essential Duties and Responsibilities include the following:

- Accurate payment processing of accounts payable checks weekly
- Maintain reports and files on the accounts payable system and processing
- Input general ledger entries for account changes and month-end processing
- Ensure accurate balancing of the Bank's general ledger accounts
- Review current procedures for opportunities for continued efficiency
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

Required Qualifications / Skills / Abilities:

- At least 1-2 years accounting and/or banking experience
- Basic knowledge of accounting rules, regulations, policies and procedures in the financial services industry
- Problem solving skills
- Microsoft Office skills

We offer a competitive salary and benefits including 401(k). Does this opportunity match your desired career path and qualifications? If yes, you are invited to submit your resume to:

One Community Bank

e-mail careers@onecommunity.com.

One Community Bank is an Affirmative Action/Equal Opportunity Employer.

