



Staff Accountant

Come grow with us and join the One Community Bank!

We are currently searching for a Staff Accountant. This position will be responsible for day-to-day accounting functions, including accounts payable, general ledger accounting, account reconciliation management reporting and regulatory reporting. This position will also assist the Accounting Manager with reviewing, updating, and monitoring of all policies and procedures to ensure that banking regulations are followed.

Essential Duties and Responsibilities include the following:

- Month-end processing to include preparation of general ledger entries to ensure the completeness and accuracy of the financial statements in accordance with generally accepted accounting principles. Key areas of focus include but are not limited to Investments, Cash, Fixed Assets, Suspense Accounts and Other Accounting Operations, Accounts Payable and all related income accounts.
- Collaborate with Accounting Specialist to complete accounts payable functions including coding, reviewing, and processing obligations of the organization.
- Participate in the preparation of quarterly Call Report. Emphasis on key schedules associated with financial statements, loans, deposits, other assets/liabilities, etc.
- Complete research and resolve accounting issues and discrepancies.
- Maintain a system of internal controls to support the integrity of the financial statements. Key functions include but not limited to self-review of tasks, peer review of supporting documents, and completion of account reconciliations.
- Facilitate weekly and quarterly regulatory and tax reporting.
- Prepare monthly reports for management and the Board of Directors.
- Assist in the documentation, standardization, and measurement of key business processes to allow for continual improvement and efficiency of all department processes.

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.

