



JOB DESCRIPTION

JOB TITLE: Accountant
LOCATION: Oxford, MS
SCHEDULE: Monday - Friday, 8:00 a.m. - 5:00 p.m.

GENERAL SUMMARY

Responsible for preparation of daily, weekly, and monthly accounting reports and transactions. Records and reconciles all securities' transactions. Maintains cash positions and invests excess funds in Fed Funds with correspondent banks. Prepares payroll and payroll tax reporting. Assists with human resources administrative duties.

Prepares schedules for external auditors. Prepares monthly reports for Board of Directors, including reports of securities transactions, and Federal funds interest and due-froms service charge, liquidity and Reg. F. Manages securities pledging and collateral pool. Reconcile HR accounts payable for Health & Life insurance for employees. Prepare use tax for main office and Holding Co. Scan documents for Holding Co., Accounting, and Human Resources Department.

Responsible for 945 tax payments and end of year reporting. Assists with gathering and compilation of data for major bank insurance policy renewals. Prepares workers compensation audit. Reconciles employee benefits-related bank statements. Ensures that all daily work is completed by established deadlines. Responsible for preparation and completion of Call Report quarterly. Maintains bond portfolio documentation, including pre-purchase and credit review documentation. Backs up other individuals in the department.

EXPERIENCE/EDUCATION

Bachelors degree in accounting with a recommended 5 - 10 years of accounting experience. Previous experience working in financial institution preferred.

To apply for this position, download and save the Application Form located on our Careers page. Once completed, please send the Application by attaching it in an email to: careers@fnboxford.com.

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