



JOB DESCRIPTION

JOB TITLE: SENIOR ACCOUNTANT
DEPARTMENT: ACCOUNTING
REPORTS TO: CONTROLLER
FLSA STATUS: EXEMPT

GENERAL SUMMARY

Participates in preparation of daily, weekly, and monthly accounting reports and transactions; recording and reconciling securities transactions; maintaining cash positions and investing excess funds in Fed Funds; preparing payroll and tax reporting. Assists with human resources administrative duties.

ESSENTIAL JOB FUNCTIONS

- Regularly examining financial statements, ensuring accuracies
- Managing bank cash position and invests all excess funds in Fed Funds with correspondent banks
- Recording securities transactions and monthly accruals of income, amortization, accretion and settlement of securities transactions
- Preparing schedules for external auditors
- Preparing monthly reports for Board of Directors, including reports of securities transactions, and Federal funds interest and due-froms service charge, liquidity and Reg. F
- Payroll processing and tax reporting
- Securities pledging and collateral pool
- Reconciling HR accounts payable for health and life insurance for employees
- Preparing use tax for main office and holding company
- Scanning documents for holding company and accounting and human resources departments
- 945 tax payments and end of year reporting
- Preparing workers compensation audit
- Reconciling employee benefits-related bank statements
- Ensuring that all daily work is completed by established deadlines
- Gathering documentation and verifying information to prepare and file the call report
- Maintaining bond portfolio documentation, including pre-purchase and credit review documentation
- Assisting in QwickRate and IntraFi transactions
- Assisting in duties related to the quarterly reporting of the bank's CECL analysis
- Regular and reliable attendance
- Backs up other individuals in the department
- Other duties as assigned by supervisory personnel

MINIMUM REQUIREMENTS

The following are required to enable job holders to perform the essential functions of the job.

1. SKILLS

Problem solving ability. Analytical ability. Ability to work independently without direct supervision. Some pressure to meet deadlines.

2. KNOWLEDGE

Knowledge of accounting, bank securities and investment practices and terminology, banking laws and regulations, bank policies and procedures, and bank chart of accounts. Knowledge of computer reports, i.e. where to find information.

3. EXPERIENCE/EDUCATION

Bachelor's degree in accounting with a recommended 3 - 5 years of accounting experience. Previous experience working in financial institution preferred.

4. SCHEDULING

Generally, 8:00 am to 5:00 pm Monday through Friday.

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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