

Job Profile



Job title: Accounting Specialist II
Department: Financial Management
Reports to: VP of Finance
Supervises: N/A
FLSA Status: Non-Exempt

Position Summary: The Accounting Specialist II is responsible for performing analytical and operational support duties within the Accounting Department. Assists the VP of Finance as directed; analyzes financial statements and other related documents; completes cost analysis, profitability, pricing, peer data reviews, valuation, investment activities, budgeting, forecasting, financial modeling, reconciliation and other related analysis tools and procedures; prepares short- and long-term financial planning, reports of key performance indicators, ad hoc analysis reports, economic valuations, and cost/benefit information as needed or requested. Creates, manages, and provides various monthly, quarterly, annual, and ad hoc reports to management. Performs a variety of routine daily tasks; reviews reports, prepares correspondence; participates in special department projects.

Essential Functions: The following are indicative of the essential functions required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This profile is not intended to be all inclusive of tasks and responsibilities required; it provides a description of the critical responsibilities associated with this position.

- Provides support to all areas of the department as directed or where service or assistance is needed; demonstrates superior customer service with appropriate follow-through with involved customers and employees.
- Creates and analyzes financial statements and other related documents to aid management in the decision making process; completes cost analysis, profitability, pricing, peer data reviews, valuation, investment activities, budgeting, forecasting, financial modeling, reconciliation and other related analysis tools and procedures; prepares short and long term financial planning, reports of key performance indicators, ad hoc analysis reports, economic valuations and cost/benefit information as needed or requested.
- Develops and maintains financial models, spreadsheets, and other accounting tools to support ad hoc analytics and offline allocations modeling.
- Responsible for analyzing monthly budgets in comparison to actual results, run rate estimates in addition to monthly accrual processing; assists in managing the Bank's expenses, headcount demands and cost allocations.
- Plays a vital role in the annual budgeting and strategic planning process; coordinates materials and gathers necessary financial data; creates required reports and associated

business plans, graphs and charts; assists and participates in the preparation and coordination of reports and presentations.

- Makes recommendations regarding the appropriate allocation of required resources to accomplish the Bank's business objectives and goals; provides financial analysis to support business case recommendations; assists with forecasting and establishing annual resource requirement plans and budgets.
- Assists in the analysis, evaluation, implementation, and maintenance of the Bank's financial management systems; reviews, develops, implements, and/or evaluates processes for feasibility and continuous improvement and submits recommendations for solutions; serves as a department liaison between information technology and system vendors in regards to required updates, changes in the system or patch management directives; ensures that the accuracy and integrity of the financial information systems are maintained; monitors and audits the performance of systems.
- Assists the VP of Finance in audit compliance and procedure quality control; assists tax accountants, internal and external auditors, and regulators in providing information and responding to various information requests; ensures the department is in compliance with established Bank policies, procedures and state and federal regulations.
- Assist in the timely and accurate reconciliation of general ledger and correspondent accounts, ensuring accounts are properly balanced; researches and rectifies out of balance conditions; processes and ensures timely clearing of all exception items; responds to inquiries.
- Maintains a proficient knowledge of all applicable accounting and banking rules and regulations.
- Responds to inquiries or refers inquiries to the appropriate department or person and exhibits the necessary follow-through with customers and/or staff involved.
- Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.
- Demonstrates knowledge of and adherence to Equal Employment Opportunity (EEO) policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes working environment free of harassment of any type; builds a diverse workforce and supports affirmative action.
- Assures compliance with all Bank policies, procedures and processes, and all applicable state and federal banking laws, rules, and regulations; adheres to Bank Secrecy Act (BSA) responsibilities that are specific to the position.
- Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

Requirements:

Education/Experience-

- Associates or bachelor's degree in Business, Finance, or Accounting or a related degree, AND/OR
- 3+ years related experience and/or training, or an equivalent combination of education and experience

Skills & Competencies-

- Basic knowledge of related state and federal banking compliance regulations, Bank policies and procedures, and the Bank's products and services.
- Intermediate knowledge of general accounting, payroll, budgeting, profitability, and recordkeeping systems in a financial institution.
- Intermediate skills related to the consolidation and reporting of Bank financial results, and formulation and implementation of Bank accounting procedures; must be able to prepare regular and special financial statements including, but not limited to, balance sheets, budgets, forecasts, profit and loss statements, and statements of sources and uses of funds.
- Excellent organizational and time management skills.
- Intermediate skills in computer terminal and personal computer operation; host computer system; word processing, spreadsheet, and specialty software programs.
- Intermediate typing skills to meet production needs of the position.
- Exceptional math skills: ability to calculate interest, commissions, proportions, and percentages; balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; locate routine mathematical errors; compute rate, ratio and percent, including the drafting and interpretation of bar graphs.
- Exceptional verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, train personnel, write reports, correspondence, and procedures, speak clearly to customers and employees.
- Ability to deal with advanced problems involving multiple facets and variables in standardized or specialty situations.
- Ability to work with minimal supervision while performing duties.
- Current driver's license and a vehicle with appropriate insurance coverage if required to drive while performing assigned duties and responsibilities.

Environmental Conditions and Physical Demands-

- The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. The position includes driving a Bank or personal owned vehicle which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc.
- The incumbent while performing this position spends time writing, typing, speaking, listening, lifting (up to 50 pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching.
- The incumbent for this position may operate any or all the following: telephone, smart phone, copy and fax machines, adding machine (calculator), scanner and image systems, scanning equipment, encoder, money counter, credit card terminal, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as directed.

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
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I, _____, acknowledge review of this job description.

Employee signature: _____ Date: _____

Supervisor signature: _____

Citizens Savings Bank & Trust Company is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.