



Job Description

JOB TITLE: Senior Accountant
DEPARTMENT/BRANCH: Accounting
IMMEDIATE SUPERVISOR: Controller
FLSA STATUS: Exempt
LAST REVISION DATE: 06/14/2021

JOB SUMMARY

The Senior Accountant will provide assistance for the general accounting area, which includes, but is not limited to the following functions: financial reporting, financial analysis, accounts payable, general ledger maintenance, fixed asset accounting, daily cash management, and domestic and international wire transfers. Contributes to the development of company accounting policy and administers approved accounting procedures. Ensures that all financial reports are prepared and submitted to management and governmental agencies as required. In addition, assists the controller in all aspects of the preparation and filing of financial reports and serves as a key member of the team responsible for ensuring the quality and accuracy of transactions and for implementing and maintaining a strong control environment.

QUALIFICATIONS

- Bachelor's degree in Accounting or Business Administration with financial emphasis preferred
- 5 - 10 years of banking experience preferred
- 5 - 10 years of accounting/financial reporting experience required; including a solid understanding of GAAP
- Strong communication, analytical, and organizational skills
- Perform with a high level of accuracy under tight time constraints
- Understand complex accounting literature and apply to the business/specific transactions
- Experience with Excel, Word, and accounting software packages
- Must have solid understanding of the consolidation process, currency translation, interaction between financial statements
- Must have a solid understanding of the preparation of financial statements
- Must have a solid understanding of the monthly and quarterly reconciliation and closeout process.
- Must have the ability to interact with key finance personnel throughout the organization
- Excellent written and verbal communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage Federal Reserve account and all correspondent bank accounts; including investing excess funds and managing federal funds sold/purchased to include daily, weekly, and monthly reconciliation preparation
- Prepare and file quarterly Call Report
- Prepare and file all Federal Reserve reporting requirements for the bank and holding company
- Prepare and review General Ledger and DDA reconciliations daily, weekly, and monthly
- Prepare and post all journal entries for purchases, sales and calls for bond portfolio during the month and prepare month end entries and reconciliation monthly
- Assist in the accurate preparation of monthly consolidated financial statements by processing and reconciling Fixed Assets, Prepaid and Accruals
- Manage monthly lease income by ensuring timely payments and develop relationship with all
- Review daily, GL Force Balance and Non-Post accounts
- Responsible for compliance within area of responsibility
- Function and perform other duties as assigned to best serve the company

AAP/EEO STATEMENT

This statement of policy reaffirms South Atlantic Bank's policy of equal employment opportunity in employment, compensation, training, transfers, promotions and all other aspect of employment regardless of race, color, religion, national origin, age, sex, veteran status, physical or mental handicap/disability and to state that we do carry out this policy at South Atlantic Bank. This policy also applies to all company-sponsored activities such as educational programs, tuition aid and social and recreational activities.