



SAUK VALLEY BANK
POSITION DESCRIPTION

Title:	Accounting Assistant
Salary Range:	Based on Experience
FLSA:	Non-Exempt
Hours:	Monday – Friday 8:00 – 5:00
Category:	Full Time
Reports To:	Accounting Manager

SUMMARY

The position of Accounting Assistant is responsible for balancing general ledger accounts, correspondent accounts, internal bank accounts, and process accounts payable and expense reports.

In addition the Accounting Assistant assures compliance with all SVB policies and procedures, as well as, all applicable state and federal banking/trust and investment regulations.

ESSENTIAL DUTIES

1. Reconciles and balances internal bank accounts – Researches and resolves any errors found
2. Reconcile correspondent bank accounts – Researches and resolves any errors found
3. Reconciles various GL accounts
4. Balances the vault and teller totals with proof reports
5. Reconciles and balances Passport account
6. Send repo notices to customers
7. Process necessary entries for TIB safekeeping advices
8. Process necessary entries for detail loan settlements
9. Processes accounts payable
 - Sort and distribute invoices for approval
 - Input invoices into AP system
 - Review and process employee expense reports
 - Produce checks and mail to vendors
 - Maintain W-9 forms as needed
 - Follow up/research AP issues/questions
10. Reconciles and balances specific internal bank accounts bi-monthly – researches and resolves any error found
11. Reconciles FASB report
12. Prepares and submits Sales & Use Tax

SECONDARY DUTIES

The position of Accounting Assistant performs duties specific to the position and other functions as assigned.

SUPERVISORY RESPONSIBILITY

The position of Accounting Assistant is not responsible for the supervision of any employee(s).

ENVIRONMENT AND PHYSICAL ACTIVITY

The environment for this position is an open office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to 30 pounds), carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, multiple concurrent tasks and constant interruptions.

MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- High school diploma or general education degree (GED) with two to four years of experience in a financial institution or loan setting and/or college level accounting courses and/or accounting background. Work experience should consist of operations and accounting background in a bank accounting environment with computer knowledge. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be business or financial industry related.
- Basic skills in computer terminal and personal computer operation; word processing and spreadsheet software
- Basic typing skills to meet production needs of the position

- Basic math skills
- Effective oral, written and interpersonal communication skills with the ability to apply common sense to carry out instructions, interpret documents, understand procedures, write reports and correspondence, and speak clearly to customers and employees.
- Ability to deal with difficult problems involving multiple facets and variables in non-standardized situations.
- Effective organizational and time management skills.
- Ability to work with general supervision while performing duties.
- Current Illinois driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

The incumbent must be able to perform this position safely, without endangering the health or safety to him/herself or others.

Sauk Valley Bank is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Management reserves the right to change this position description at any time according to business needs.

04/24/2018