



First National Bank



## Now Hiring: Staff Accountant at our Main Branch

We are seeking a Full Time Staff Accountant to become a part of our team! If you are eligible and interested in applying for the position, please e-mail a completed employment application along with your resume to Elizabeth Rogers, HR Manager: [erogers@fnbwyne.com](mailto:erogers@fnbwyne.com). Compensation will be commensurate with the position and the experience and qualifications of the individual.

### Position Summary:

The incumbent is responsible for the Accounts Payable system including reporting and budgeting responsibilities, as well as additional accounting functions.

### Essential Duties and Responsibilities Include but are Not Limited To:

- Prepare monthly financial and management reports for board and senior management.
- Pay and record invoices.
- Calculates and accrues tax expense and pay estimated taxes quarterly.
- Adjust branch income for inter-branch funds.
- Assist managers in researching information and procedures.
- Adjust daily accruals for investments and borrowed money. Manages accrued accounts on borrowed money monthly.
- Prepares some managerial reports for lending department.
- Prepare weekly FR2644-Report of Selected Assets and submit to Fed.
- Oversees insurance renewals for workers compensation, building, auto, and commercial liability.
- Processes property taxes for all branches.
- Manages 1099 MISC listings.
- Maintains CRA public file in a current condition and responding to comments from public.
- Provides annual CRA training to all employees and new employees when hired.
- Updates CRA policy annually and present to board for approval.
- Participates in community events and projects on behalf of the bank.
- Performs other related or unrelated duties as required or assigned.

### Essential skills and experience:

- Ability to manage multiple assignments and work under deadline pressures
- Keen attentiveness to detailing and accuracy
- Capable of creating spreadsheets and utilizing banking computer programs

### Education and Experience

- Associate's or Bachelor's Degree (A.A.) from a two to four year college or university and five years of related experience and/or training; or equivalent combination of education and experience.
- Must be proficient in the use of various software programs.