



SENIOR ACCOUNTING OFFICER

SUMMARY: Performs a variety of accounting tasks requiring experience and judgment. Processes complicated or non-repetitive transactions through previous accounting actions to determine discrepancies. Assigns a variety of prescribed accounting codes, verifies consistency and mathematical accuracy of accounting department, reconciles accounts, and lists and checks details necessary for the preparation of reports. Provides support to process accounts payable and maintains accounting records as needed.

Responsibilities include:

- Generates and reconciles a variety of daily reports including but not limited to G/L, Bank Statement, FBS).
- Prepares daily fund position through coordination and collection of branch wire and deposit data. Performs wire transfer and drawdown based on the Bank's cash position.
- Performs daily expense check reconciliation and monitoring of core system, accounts payable software and Balance sheet reports, and NOSTRO accounts.
- Prepares and enters journal entries relating (but not limited) to Cash, Fixed Assets, Payroll, Expenses and other areas of Application Systems and the General Ledger.
- Maintains Fixed Asset account recordkeeping through monthly monitoring, tracking of new purchases, preparation of depreciation entries, reconciliation of fixed asset accounts, and performing annual inventory.
- Assists with collection and review of 1098 tax forms.
- Performs Disaster Recovery and Annual Closing activities.

QUALIFICATIONS:

Bachelor's Degree or equivalent; two or more years of experience in an accounting function at a financial institution; or equivalent combination of education and experience. Knowledge in account reconciliation. Excellent PC and organizational skills. Attention to detail and understanding of general ledger accounting entries.

TO APPLY:

If you would like to apply, please submit your resume via email at careers@sbical.com or Fax: 213.489.4560.