



MountainOne Bank
93 Main Street, North Adams, MA 01247
855.444.6861
www.mountainone.com

Junior Accountant

About Us:

MountainOne is a mutual holding company headquartered in North Adams, Massachusetts. Banking, Insurance, and Investment products are offered at full service offices in the Berkshires (Pittsfield, North Adams, Williamstown) and on Boston's South Shore (Quincy, Rockland, Scituate). MountainOne is dedicated to the local communities we serve, with a mission of delivering solutions of real value that help individuals, businesses, and community institutions manage their financial lives with clarity and confidence. **In an effort to maintain a safe and healthy workplace, MountainOne now requires that all applicants for employment demonstrate that they have been fully vaccinated for COVID-19 as a condition of hire.**

- **MountainOne Bank**, founded in 1848, provides a complete array of personal and business banking and electronic services.
- **MountainOne Insurance** provides personal and business insurance, bonding services and group benefits solutions.
- **MountainOne Investments** provides individual investment services and group financial benefit plans (financial professionals offering securities and advisory services through Commonwealth Financial Network®, Member FINRA/SIPC, a Registered Investment Advisor)

Position Description:

The Junior Accountant will be responsible for preparation of all Account Certification for all entities of MountainOne on a monthly basis. The Junior Accountant also performs a variety of additional bookkeeping/accounting functions to support the Accounting Department. In addition, they must stay abreast of all departmental procedures and accounting practices and must consistently maintain compliance with all related Bank policies, standardized procedures and regulations.

Primary Responsibilities:

- Preparation of monthly Account Certification for all entities of MountainOne
- Back up for daily wire verification
- Daily balancing


- Daily review of the auto-reconciliation report for all deposit and loan product types to associated general ledger accounts. Research and resolve any out-of-balance items and, when necessary, review required posting for adjustment or corrections with supervisor.
- Primary backup to Staff Accountant II for various daily reconciliements including but not limited to the Federal Reserve, ACH, and ATM balancing.
- Weekly bank account reconciliation for MountainOne Bank.
- Preparation of monthly swap statement entries
- Primary backup for daily swap related activity and entries including/pledging receipt of cash collateral via wire transfer.
- Preparation of month end lending file and Charge off and Recovery Report
- Maintain well-documented standard operating procedures for all primary responsibilities.
- Cross train to provide support to department personnel in their absence.
- Maintain compliance with all related bank policies, including Bank Secrecy Act, confidentiality, standardized procedures and regulations.
- Other duties as assigned.

Qualifications:

- Minimum Associates Degree in Accounting or two years' experience in banking.
- Proficiency with Microsoft Excel, Word and Outlook required.
- Excellent follow-up and organizational skills.
- Ability to work independently and in a team environment.
- Critical thinker.
- Excellent written, verbal and interpersonal communication skills.
- Accurate, deadline and detail oriented.
- Ability to deal with and show discretion in confidential matters.
- 25% availability to travel outside of 25-mile radius.
- Ability to sit, drive, bend, answer the phone and perform computer input.

To Apply:

Please email your resume and letter of interest to: careers@mountainone.com. MountainOne is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability, or veteran status. (Compliant with VEVRAA and Section 503 rules)

MountainOne Bank is Member FDIC. Member DIF.  Equal Housing Lender.

Insurance and Investments are not insured by the FDIC and are not deposits or other obligations of, or guaranteed by, any depository institution. Funds are subject to investment risks, including possible loss of principal investment.

The financial advisors of MountainOne Investments offer securities and advisory services through Commonwealth Financial Network®, member FINRA/SIPC, a Registered Investment Adviser. Fixed insurance products and services offered through CES Insurance Agency or MountainOne Investments. MountainOne Bank is not a registered broker-dealer or Registered Investment Adviser. MountainOne Bank and MountainOne Insurance are not affiliated with Commonwealth. MountainOne Investments' main office is located at 85 Main Street, Suite 100, North Adams, MA 01247. (413) 664-4025