

Staff Accountant

Position Description:

The Staff Accountant will be responsible for preparation of all Account Certification for all entities of MountainOne on a monthly basis. The Staff 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
- Primary backup for Accounts Payable processing
- Back up for daily wire verification
- Primary backup to Staff Accountant II for various daily reconcilements 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 reports
- Maintain all vendor related compliance documentation in system.
- 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, sex (including pregnancy and related conditions, sexual orientation, or gender identity), national origin, religion, age (40 and older), equal pay, disability or genetic information (including family medical history or genetic tests or services), and retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. (Compliant with the new 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.

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