



POSITION DESCRIPTION

POSITION TITLE:	Accounting Clerk II
FLSA Status:	Non-Exempt
DIVISION/DEPARTMENT:	Accounting
Reporting Relationship:	CFO
Supervisory Responsibility:	None

Summary:

The Accounting Clerk II, under general supervision, performs a variety of routine and non-routine clerical/accounting functions, in accordance with standard policies and procedures including:

- Posts detailed entries to accounting records, handles routine transactions, and prepares routine general ledger entries.
- Prepares and verifies various standard accounting entries and reconciles reports.
- Responsible for the accounts payable function.
- Receives sends and processes wire transfers in a confidential and timely manner.
- Prepares all entries to appropriate accounts and maintains all necessary wire documentation.
- Assists the CFO in the preparation of the monthly Board Reports and quarterly CALL Reports
- Assists the CFO in the ordering and distribution of the Bank's office supplies.
- Assists the CFO with the Bank's investment portfolio.

Essential Duties and Responsibilities:

- Executes all outgoing/incoming wires, both domestic/international in accordance with prescribed procedures.
- Reconciles the Federal Reserve Bank and corresponding accounts on a daily basis. Ensures the receipt of check activity from the FRB and outstanding items are cleared in prescribed time period.
- Ensures timely processing of accounts payable requests. Takes steps to ensure the avoidance of double payments. Ensures that the necessary approvals and PO's have been obtained for the payment of the invoice.
- Reconciles institutional certificate of deposit purchases as to the interest received. Records and processes interest checks received.
- Performs certifications for assigned general ledger accounts and commercial Standby Letters of Credit, reconciles Fixed Assets Depreciation Report with Excel Report, maintains prepaid accounts, loan fees accounts, bankcard accounts, prepares payroll tickets and prepares monthly accruals and GL tickets at the end of every month.
- Prepares monthly Funds Investment Report, Activity Report, Portfolio Report, quarterly distribution of the 2900 Report to Fedline and the issuance of checks for accounts payable.
- Processes cash services, check services, ACH and monthly reconciliation of PCBB, FHLB Accounts.



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- Sets up customers requesting ACH on Cash Management system.
- Prepares all entries to appropriate accounts and maintains all necessary wire documentation.
- Maintains purchases and distribution of supplies on software program.
- Maintains current inventory of fixed assets.
- Performs other duties as assigned.

Reports/Certifications Performed:

Title of Report	Frequency	Due Date
Asset/Liability and Investment Reports	Monthly	4 th of each month
FRB/WFB Balancing	Daily	By 12:00 noon
Other Correspondent Banks Account Balancing	Monthly	By 2 nd of each month
Certifications	Weekly	By the 5 th of the following month
FRB 2900	Quarterly	Sent by Thursday
Local Agency Report	Weekly	Sent by Thursday
Loan Fees and F& E	Monthly	By third Wednesday of the month
Call Report	Quarterly	By the 15 th of the month following end of quarter
Payroll	Semi-monthly	Every other Wednesday

BSA Responsibilities: Adhere to the bank's BSA / AML policies, procedures and processes

Supervisory/Management Responsibilities: None

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- **Quality:** demonstrates attention to detail, accuracy and thoroughness
- **Quantity:** completes work in timely manner; strives to increase productivity; works quickly
- **Customer service:** responds efficiently and cordially to requests for service and assistance; understands and participates in the *Summit Bank Service Commitment*
- **Teamwork:** pitches in and contributes to achieving group goals; supports everyone's effort to succeed
- **Dependability:** completes tasks on time; takes responsibility for own actions; can be relied upon
- **Attendance/Punctuality:** To perform this job successfully, an individual must have regular and reliable attendance and must arrive to work on time.

Education and Experience:

- High School Diploma or Equivalent General Education Degree (GED). Bachelor's Degree in Accounting, preferred.
- 3 to 5 years related accounting, administrative or bookkeeping experience. Education in lieu of experience is acceptable.



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Computer Skills: To perform this job successfully, an individual must be competent in the use of Microsoft Office, especially Word and Excel, and be comfortable with learning various banking software.

Technical Skills: Basic mathematical knowledge. Basic knowledge of banking and accounting and operational functions. Ability to understand and participate in Summit Bank's sales culture.

Physical Demands: While performing the duties of this job, the employee regularly uses hands and fingers. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.