

BETTER BANKS

Job Description Template



Name:	Location: Knoxville
Job: Accounting Manager	Reports To: VP of Operations
Division/Department: bookkeeping/Operations	

Travel Expectations:	<input type="checkbox"/> No Travel <input checked="" type="checkbox"/> Local Travel	Type of position:	Expected Hours: 40/week
	<input type="checkbox"/> Some Overnight Travel	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intern/Coop	<input checked="" type="checkbox"/> Exempt
		<input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	<input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

The accounting manager is directly responsible for managing and monitoring all aspects of financial activities within the accounting/operations department to ensure operational processes are accurate and comply with banking standard operating procedures. The accounting manager reports directly to the VP of Operations.

DUTIES & RESPONSIBILITIES

- Supervises, and provides direction and support to the accounting/operations department for daily functions within the department ; and provides hands-on assistance within the department as needed
- Trains, motivates, and cross-trains staff on responsibilities and projects to ensure consistency, accuracy, timeliness, and compliance following bank standard operating procedures (SOPs)
- Oversees daily and monthly accounting entries, financial reporting, and cash management
- Produces financial reports to the COO as requested
- Supervises the department processes to ensure quality and accuracy: EFT, Item Processing, Accounts Payable, Payroll, Debit Card program, Credit Card program, ACH Processing, Promontory, Customer Service phone calls
- Assists with implementation of new processes & technologies that support the efficiency of the operational functions
- Work with management on system initiatives, including new enhancements to existing functionality and the implementation of system improvements.
- Interact with FDIC and State regulatory authorities in addition to auditors for the department; Assists in responding to audit & exam requests
- Ensure that written procedures and established standards for the department are current and followed accordingly
- Oversees upgrades, patches, and security for Jack Henry core system
- Manages & monitors the IT and accounting/operations department expenses and budget
- Answers internal and external telephone calls to assist with customer inquiries and concerns; and researches as necessary to resolve in a timely manner
- Maintains knowledge of applicable bank regulation requirements to perform job duties
- Performs other duties as assigned by senior management

EDUCATION &/OR WORK EXPERIENCE REQUIREMENTS

A Bachelor degree in accounting; along with a minimum of 7 years' experience working in a bank accounting/bookkeeping department.; 5 year experience in a supervisory role is required, preferably a team of 5 or more.

MENTAL & PHYSICAL REQUIREMENTS

Ability to sit/stand/kneel/bend/for extended periods of time, ability to view a computer screen for extended periods of time, ability to lift up to 20 lbs on occasion, possess high level of detail and accuracy, ability to meet deadlines, ability to work independently with minimal supervision, problem solving/analysis.

COMPETENCIES

Proficiency in advanced accounting and financial reports, Microsoft Office products, knowledge of bank regulations are required. Proficiency in Jack Henry software is preferred. Strong oral and written communications, ability to interact with and maintain positive work relationships with others is required.

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REVIEWED BY:	<i>Title:</i>
APPROVED BY:	<i>Title:</i>

My signature below constitutes the understanding of the requirements, essential functions & duties of the position:

Employee Signature: