

# **POSITION DESCRIPTION**

Functional Title: Accounting and Management Reporting Specialist

Effective: May 2014

Reports to: SVP, Management Reporting Officer Title: N/A

**Direct Reports to this Position:** N/A

**Exemption Status Based on FLSA:** Exempt (X) Non-Exempt ()

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# **Summary of Job Responsibilities:**

Maintains awareness, understanding and compliance with Guaranty Bank and Trust's "Code of Ethics", internal policies and procedures, laws and regulations that are appropriate for his/her position.

Prepares various Board of Directors reports and reports for Senior Management. Provides assistance with various accounting operations responsibilities.

### **Essential Duties:**

Employees are held accountable for all duties of the job. Individuals must be able to perform these duties with or without reasonable accommodations.

- 1) Demonstrates core values and guiding principles as outlined in the Bank's identity statement.
- 2) Ensures that all activities and work functions comply with compliance requirements as defined in company policies and procedures and state/federal laws and regulations.
- 3) Prepares reports, analysis, and spreadsheets as required by Accounting and Senior Management.
- 4) Prepares monthly Board of Director Reports.
- 5) Prepares various daily, weekly and monthly management reports.
- 6) Works independently to create new reports, correct existing reports, and improve overall efficiency and accuracy of reports.
- 7) Reviews daily journal entries.
- 8) Prepares various daily, weekly and monthly GL reconciliations.
- 9) Prepares various daily, weekly and monthly internal deposit account reconciliations.
- 10) Other duties as assigned.

#### Non-Essential Duties:

1) Performs other duties as assigned.

## Required Qualifications [Knowledge (Education), Skills and Abilities (KSAs)]:

- Banking experience.
- Accounting experience.

#### **Preferred Qualifications:**

- 4 year college degree preferred or relevant accounting and computer experience
- · Proficient PC skills
- Proficient Excel skills
- Mid-level accounting skills

**Types of Decisions:** Independent thinking, attention to detail, and accuracy are critical. Review and analysis of work and ability to explain and communicate meaning of reports presented to senior management is required.

**Consequences of Errors:** Errors may have an adverse effect due to the fact that most work is for high level Senior Management and the Bank's Board of Directors. Will be responsible for quality of work and will be held accountable for errors.

**Contact with Others:** Extensive contact with employees both in person and on the telephone. Must display quality of service showing courtesy, tact, and discretion at all times. Maintains a positive demeanor and displays excellence in service, keeping the Bank's image in mind at all times.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift 25 lbs
- Ability to sit for 4-5 hours due to having to produce numerous computer-generated reports, and conduct research

The above statements are intended to describe the general nature and level of work being performed. This job description should not be construed to imply that these requirements (job responsibilities and KSAs) are the exclusive standards of the position. Incumbents may be required to follow other instructions, and to perform other duties, and obtain other KSAs that may be required of the position.