

**VERABANK
JOB DESCRIPTION**

JOB TITLE: Accountant II

DEPARTMENT: Finance

INCUMBENT:

SUPERVISOR: Assistant Controller

FLSA STATUS: Exempt

DATE: May 10, 2021

JOB PURPOSE

Responsible for accurately and efficiently preparing data for bank reports for the board of directors, and all regulatory agencies. Provide assistance to the VP/Asst. Controller and SVP Controller.

DUTIES AND RESPONSIBILITIES

1. Assist with the monthly closing entries. Entities include VeraBank Inc., VeraBank, NA and Statutory Trusts I and II.
2. Prepare monthly board financial reports.
3. Backup for cash settlement, FR2644 and FR2900 reserve report.
4. Backup for BankTel fixed asset and prepaid systems.
5. Assist in the annual budgeting process.
6. Assist with the annual audit and requests with external auditors.
7. Allocate reserve for loan losses to branches.
8. Other duties as assigned.

CONTACTS

Daily contact with bank staff. Occasional contact with auditors and regulators.

SPECIFIC REQUIREMENTS

1. Bachelor's degree in Accounting or Finance.
2. Three or more years' experience.
3. Excellent oral and written communication skills.
4. Excellent data entry skills.
5. Detail oriented.
6. Advanced knowledge of personal computer and related word processing and spreadsheet software.

7. Ability to define problems, collect data, establish facts and draw accurate conclusions.

PREFERRED REQUIREMENTS

1. Certified Public Accountant designation
2. Experience in the accounting area of the bank
3. Familiar with the bank’s core accounting system.
4. Ability to work independently and as a team with excellent time management skills.
5. Knowledge of various banking departments.

PHYSICAL REQUIREMENTS

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment.

NOTICE

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee Department/Division Manager

Date Date