



# FARMERS & MERCHANTS BANK & TRUST

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Job Title: **Staff Accountant**

EEOC Class: Non-Exempt

FLSA Status: Non-Exempt

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Regular Work Hours: 8:00 A.M. – 4:00 P.M. Monday - Friday

\*Work hours/days listed, are intended to be a general schedule. Employer may rearrange work schedule or request additional hours be worked to meet the needs of the business.

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**Job Summary:** This position assumes responsibility for accounting functions, including preparation of daily statement of condition and list of control accounts; posting and reconciling general ledger accounts; reconciling official checks and processing correspondent bank advice. This position prepares special reports and performs special duties, such as balancing cash.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Managing & Reconciling the General Ledger
- Balancing Internal Accounts
- Posting and Balancing Trust Records
- Prepares Board of Director Reports
- Processing Investment Transactions
- Regulatory Reporting
- Provides Backup to Operations Area
- Customer Support

**Performance Factors:**

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

- Ability for high level of accuracy and detail
- Ability to prioritize workload and manage responsibilities
- Ability to work with little or no supervision
- High level of confidentiality
- Proficient knowledge of Bank software programs, Microsoft Excel, Office, and office systems.
- Maintain an acceptable attendance record
- Represents bank in a professional and positive manner

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Education/Experience:**

High School Diploma

Associated Degree in Accounting Preferred or a minimum of 2 years Banking or Accounting related experience.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

EOE Statement: Farmers & Merchants Bank & Trust is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, sexual orientation, gender, national origin, disability status, genetic information, pregnancy, protected veteran status or any other characteristic protected by law.