Job Title: Accounting Specialist

Company: Greenville Federal

Location: Greenville, Ohio

Job Type: Full Time

Job Category: Accounting

**Job Details:**

Under the supervision of the Controller, performs accounting related data entry and clerical tasks in a courteous, professional and ethical manner and in accordance with Bank policies, procedures and guidelines. Successfully completes initial and on-going training, including on-line courses, to maintain a comprehensive understanding of pertinent topics as the Bank deems necessary from time to time.

**Primary Responsibilities:**

1. Maintains high ethical standards while performing all duties in accordance with the Bank’s internal policies and procedures and within prescribed regulatory and compliance guidelines.
2. Processes, reconciles and oversees research adjustments pertaining to teller transit work and various accounts affected by the daily processing of teller transactions.
3. Reconciles the general ledger accounts for daily activity of Official Checks and Money Orders to ensure the timely transfer of funds to the agent bank.
4. Reconciles the main correspondent bank account utilized for cash letter settlement and research of any outstanding items.
5. Reconciles various general ledger accounts on a monthly basis.
6. Prepare and verify daily reports.
7. Must successfully complete cross training within the department to effectively serve as back-up for various duties of the Accountant position.
8. Assists with various audits throughout the year.
9. Completes the annual Loans to One Borrower review.
10. Prepares quarterly reports as assigned by the Controller.

**Other Responsibilities Include:**

1. Operates as a team player, performing other tasks as requested to ensure timely completion of department work and special projects.

The above is a description of the ordinary duties of the position. It should be expected that from time to time other duties, both related and unrelated to the above, may be assigned and therefore required.

**Position Requirements:**

* Associate’s Degree in Accounting, Finance, or related field is required; a minimum of one to two years of experience in accounting or operations-related financial services is preferred.
* Must be able to prioritize daily work and exhibit effective time management.
* Must interact with others in a professional, courteous and ethical manner.
* Must display effective and appropriate communication and customer service skills.
* Must have great attention to detail, possess accurate math ability, and be able to accurately process transactions in a fast paced work environment.
* Experience with financial applications (e.g. G/L, A/P, F/A) preferred.
* Experience with Windows–based PC applications is required as is the ability to utilize various types of office equipment, including computer terminal, facsimile machine and copy machine.

To be considered for this position, you must at least meet the minimum qualifications.  
  
Contact Information:

HR Department (937)548-4158 or HR@greenvillefederal.com  
  
Pre-employment background and credit check will be conducted.