

Luther Burbank Savings Job Description

Job Title: Accounting Clerk
Department: Finance & Accounting
FLSA Status: Non-Exempt

Job Number: 130
Reports To: Controller
Last Revision: 06/29/2009

Summary: Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

Essential Duties and Responsibilities

- Compiles information needed for bank reconciliation and regulatory reporting.
- Reconciles various bank accounts on a daily basis and determines ending cash balance for accounts. Communicates with all other departments to clear outstanding items.
- Manages incoming and outgoing funds transfers.
- Gathers and distributes interest rate information.
- Verifies and posts details of business transactions, such as funds received and disbursed, interest earned and expended, and totals accounts to ledgers or computer spreadsheets and databases.
- Prepares vouchers, reports, and other records, and reviews for accuracy.
- Reconciles general ledger accounts with various registers.
- Gathers vendor invoices and reviews for accuracy and payment approval.
- Ensures proper and timely recording and payment of accounts payable.
- Photocopies financial statements for monthly distribution.
- Assists employees by answering questions related to accounts, procedures, and services.
- Coordinates record retention and shipping procedures for Department.
- Greets employees, customers and/or vendors. Answers incoming calls.
- Adheres to all applicable compliance regulations, including BSA, BPA and Right to Financial Privacy.
- Other duties may be assigned.

Competencies

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

- Customer Service - Responds promptly to customer needs. Responds to requests for service and assistance.
- Oral/Written Communication - Speaks clearly and professionally in positive or negative situations. Writes clearly and informatively.
- Mathematical Ability – Accurately completes mathematical equations
- Problem Solving - Identifies and resolves problems in a timely manner.
- Organizational Support - Completes administrative tasks correctly and on time. Supports organization's goals and values.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. To perform this job successfully, an individual should have knowledge of spreadsheet and word processing software.

Physical Demands

While performing the duties of this job, the employee may be required to sit or stand for extended periods of time. In order to utilize the data processing system and work with staff, the employee must be able to physically use a keyboard/mouse and walk to and from workstations. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.