



Bank Accountant

First Resource Bank, headquartered in Exton PA and voted one of the Best Places to Work for five (5) years in a row, is looking for a Bank Accountant.

The Bank Accountant will perform general accounting duties for a team-oriented community bank, reporting to the Accounting Manager. This is a full-time position.

Primary duties include, but not limited to:

- Maintain fixed asset records including monitoring of construction projects.
- Maintain investment portfolio records.
- Prepare and monitor prepaid and accrual transactions.
- Prepare daily and month-end general ledger account reconciliations.
- Prepare daily and monthly journal entries.
- Participate in the month-end close process.
- Prepare quarterly Call Report
- Prepare quarterly FHLB Qualified Collateral Report (QCR)
- Assist with the preparation of monthly financial statements.
- Provide backup support for the accounts payable process including entering invoices, printing, and mailing checks, processing electronic payments and scanning documentation.
- Assist with audit requests.
- Assist with the preparation of the annual report.
- Other duties as required.

Skills / Requirements:

- Bachelor's degree in accounting or relevant accounting experience.
- At least three years of bank accounting experience preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, particularly Excel

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at a time.

At First Resource, you will enjoy an incredible family-style, community-focused atmosphere. Our excellent benefit package reflects the respect and appreciation we have for our team members. Because we are rapidly growing, there are many opportunities for advancement.

We offer:

- Excellent annual compensation commensurate with experience
- Health, dental, vision, short- and long-term disability and life insurance
- Enrollment in 401K plan with company contribution (after 6 months of service)
- Optional enrollment in ESPP stock plan (after 6 months of service)
- Paid time off
- Additional days off for Federal Holidays

First Resource Bank is an Equal Opportunity Employer

Send resume, cover letter and salary requirements to HR@FirstResourceBank.com to apply