

Liberty Bank has an opening for a full time (40 hrs. per week, Monday-Friday) Staff Accountant in our SSF Office. We are looking for a professional, reliable and team oriented person with excellent attention to detail with strong oral and written skills. This person will perform a variety of routine accounting functions so accounting and finance experience is necessary. Banking knowledge a plus. Intermediate Microsoft Excel and Microsoft Word experience required. Confidentiality, discretion and integrity are a must.

The responsibilities include but are not limited to:

- Full cycle Accounts Payable, including 1099 and W-9 processing
- Preparation and input of journal entries
- Reconciliation and clearing of correspondent bank accounts
- Assist in preparation of various management reports, regulatory and financial reports
- Monthly certification of the general ledger
- Provide support to CFO and Controller
- Ordering supplies and filling requisitions
- Process fixed assets, prepaids and accruals

Competitive benefits offered, including generous 401K match. To apply must submit cover letter with resume.