



POSITION DESCRIPTION

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| Position Title: | Senior Accountant | Hours: | Full Time |
| Reports To: | SVP Finance and Accounting Manager | FLSA Status: | Exempt |
| Department: | Accounting - Downtown Tacoma | | |

SALARY RANGE

The annualized salary range for this role is \$75,000 - \$110,000. The pay rate for the qualified applicant will be determined based on a variety of non-discriminatory factors. The factors may include, but are not limited to, job-related knowledge, skills, location, and experience. Specific roles may be eligible for performance-based incentive compensation, bonus, and/or equity awards.

POSITION SUMMARY

The Senior Accountant's responsibility is to perform a wide variety of moderately complex accounting functions. Accounting-related aspects to this role include tasks such as reconciliations, investment accounting, allowance for credit losses analysis, and regulatory reporting. Finance-related tasks include interest rate risk analysis, financial reporting, budgeting, and other ad hoc financial modeling. This position provides opportunities for career growth, supported by both individual experience and ongoing company expansion. Commencement employees embrace and practice the Bank's core values: Dedication, Teamwork, Integrity, and Respect and support an environment of diversity, equality, and inclusion within all aspects of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assure compliance with all Bank policies and procedures as well as state and federal banking regulations, including BSA/AML/OFAC guidelines as applicable
- Perform all duties in a manner consistent with proper internal controls, company policy, GAAP, professional accounting standards, and applicable regulation and tax law.
- Remain informed of applicable GAAP, regulatory, and FIT and B&O tax pronouncements in addition to industry practices related to financial accounting for the bank. Research GAAP and accounting issues as requested.
- Lead month-end, quarter-end, and year-end close processes
- Prepare timely and accurate general ledger reconciliations
- Prepare accurate and timely regulatory and financial reporting
- Analyze financial data and trends to support strategic decision making
- Assist with audit and/or regulatory exam preparation
- Perform backup duties of Staff Accountant, including process accounts payable and daily reconciliation of Bank's cash position
- Assist with special projects assigned by Chief Financial Officer
- Mentor junior accounting staff and provide guidance on best practices
- Ensure appropriate documentation and that recordkeeping is neat and orderly for all assigned areas
- Perform other duties as assigned

REQUIRED SKILLS

- Ability to use accounting and operations software programs such as CSI NuPoint and AvidXChange, or similar programs.
- Knowledge of Generally Accepted Accounting Principles.
- Strong ability to practice confidentiality and highly ethical behavior
- Demonstrates strong Microsoft Excel skills with experience in Microsoft Word and Outlook.
- Strong organizational, analytical, reasoning, and critical thinking skills.
- Comfortable with multi-tasking in a fast paced, time sensitive environment.
- Ability to effectively communicate in a professional manner, written and verbally
- Positive personality driven by self-motivation and strives for operational excellence.
- Demonstrated ability to work and contribute in a team environment.
- Treats people with respect; works ethically and with integrity; accepts responsibility for own actions.
- Ambition to learn, develop and receive constructive feedback.

WORK ENVIRONMENT

- Must be able to remain in a stationary position for extended periods of time
- Must be able to effectively communicate and exchange accurate information
- Must be able to work in a cubicle/branch environment with moderate noise levels and frequent employee/customer contacts and interruptions during the day

QUALIFICATIONS

- Minimum five years' accounting experience; bank or credit union experience is preferred but not necessary
- Bachelor's degree in accounting or equivalent education
- CPA certificate or license preferred

BENEFITS INFORMATION

Commencement Bank strongly believes in the importance of investing in the health and welfare of its employees and their families. To extend our gratitude for the time and services they provide to our clients and communities, Commencement offers an exciting total rewards package including base salary and a comprehensive package of benefits.

Benefit eligibility begins the first day of the month following the date of hire for employees who are regularly scheduled to work at least 20 hours weekly. Eligible employees will receive benefit options including:

- comprehensive and competitive paid healthcare coverage (medical, dental, and vision) with discounted premiums for dependents
- 401(k)-retirement savings plan with employer match
- employee stock purchase program
- employee assistance program (EAP)
- life insurance
- long-term disability insurance
- flexible spending account
- voluntary benefit options
- tuition reimbursement
- paid parking
- vacation time and a personal float day
- vacation purchase option
- paid time off for illness, volunteerism, and holidays
- logo wear allowance
- employee appreciation activities

Job description may change at any time.