



**POSITION DESCRIPTION**

<b>Position Title:</b>	Accounting Specialist	<b>Hours:</b>	40 Hours (Mon-Fri)
<b>Reports To:</b>	EVP, Chief Financial Officer	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Accounting - Tacoma		

**SALARY RANGE**

The hourly range for this role is \$24.04 - \$36.06, and the pay rate for the successful applicant will be determined based on a variety of non-discriminatory factors which may include, but is 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 Accounting Specialist is responsible to maintain accurate records, including ledgers, journals, receipts, and invoices. Additional responsibilities are to support the Finance and Accounting Manager and Chief Financial Officer with analysis, reporting, and special projects as assigned. Opportunities to grow in the position after gaining experience or further expansion with company growth. 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**

- Assures compliance with all Bank policies and procedures as well as state and federal banking regulations, including BSA/AML/OFAC guidelines as applicable
- Completes annual training as assigned, including self-initiative to learn or enhance knowledge of generally accepted accounting principles (GAAP), other financial accounting practices, or areas that pertain to growth in skills
- Performs all duties in a manner consistent with proper internal controls and policies, including application of dual control/separation of duties when applicable
- Reconciles assigned correspondent bank accounts and general ledgers daily, making necessary journal entries
- Responsible for end-to-end accounts payable workflow with extreme attention to detail regarding accounting procedures and payments
- Reviews, processes, and reconciles invoices. Work to identify and resolve invoice discrepancies.
- Processes annual 1099’s
- Assists with collection and processing of expense reports and reimbursement requests
- Maintains fixed asset module and process monthly depreciation expense
- Reconciles assigned general ledger accounts monthly
- Assists in processing payroll and benefits with stringent confidentiality and accuracy pertaining to all aspects of employee information
- Ensures appropriate documentation and that recordkeeping is neat and orderly for all assigned areas
- Assists with audit and/or regulatory exam preparation

- Assists with special projects assigned by the Finance and Accounting Manager or Chief Financial Officer
- Takes initiative in personal development plan to grow job specific skills and proficiencies
- Performs other duties as assigned

#### **REQUIRED SKILLS**

- Strong knowledge and ability to use Microsoft Office 365 products
- Ability to use accounting and operations software programs such as CSI NuPoint and AvidXChange, or similar programs
- Strong analytical, reasoning, and problem-solving skills
- Strong ability to practice confidentiality and highly ethical behavior
- Detail-oriented with high organizational skills
- Ability to communicate effectively, in a clear and concise manner, written and verbally
- Ability to work independently
- Positive attitude, desire to develop and learn and receive constructive coaching and feedback
- Time management skills to ensure that duties are completed by deadlines

#### **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**

- Accounting education or degree, preferred
- One to two years' experience in similar position, preferred
- Previous banking experience, preferred
- High school graduate or GED, required

## **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.**