

Sauk Valley Bank & Trust is a community bank looking for candidates who are able to carry out our motto of RADAR: We build our Relationships Around Accountability to our customers and team members by Delighting them with the Attention and Respect they deserve. This position will be located in our Sterling West branch. Candidates may submit their resume to Catherine Sheets at [csheets@saukvalleybank.com](mailto:csheets@saukvalleybank.com)

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## SUMMARY

The position of Staff Accountant II is responsible for analysis of accounting functions and reconciliation. In addition the Staff Accountant II is responsible for carrying out wide range of practical accounting tasks, including a number of daily, monthly and quarterly general ledger/accounting activities.

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## ESSENTIAL DUTIES

1. Responsible for account analysis with reconciliations to the balance sheet in adherence to generally accepted accounting principles
2. Assists with month-end, quarter-end, and year-end closing process and preparation of financial statements
3. Performs data analysis on a variety of financial data to ensure accuracy of financial statements
4. Researches and prepares management reports comparing factors affecting the Bank's product and service profitability in the market area.
5. Takes part in various department-wide initiatives; Custodial CD Program back up, increase efficiency of PPD and accrual process, improve Depreciation and Fixed Asset capitalization
6. Prepares ad hoc and other reports as directed; focusing on process improvement opportunities that enhance efficiency and ensure sound financial practices
7. Assists with account research and audits as necessary maintaining frequent communication within finance department to ensure proper information flow necessary for team building
8. Provides general support and/or back up to other areas of the Finance department as necessary
9. Ensures the accuracy of journal entries to general ledger accounts and expands knowledge of G/L system and systems interfacing with the G/L
10. Study, develop and standardize procedures and policies using effective problem solving skillsets and recommend appropriate resolutions
11. Provide service to customers/coworkers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or outcome
12. Participates in analysis and special projects as assigned

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## MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Bachelor's degree in accounting or finance from a college or university, and two to three years of experience within the financial industry would be a plus
- Strong knowledge of generally accepted accounting principles
- Ability to work independently, plan, organize and prioritize daily activities. The person in this role will need to be able to problem-solve and reason-through issues that may arise. They must be able to think beyond the textbook and apply knowledge to accounting questions and issues that present themselves
- Proficiency with MS Windows platform, MS Excel and MS Word
- Excellent organization skills with the ability to provide guidance to managers and effectively communicate with others
- Exceptional oral, written and interpersonal communication skills with the ability to apply common sense to carry out instructions, interpret documents, understand procedures, write reports and correspondence, and speak clearly to customers and employees.
- Ability to work with no supervision while performing duties
- Ability to deal with complex problems involving multiple facets and variables in non-standard situations
- Ability to work with general supervision while performing duties.
- Current driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

The incumbent must be able to perform this position safely, without endangering the health or safety to him/herself or others.

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Sauk Valley Bank is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Management reserves the right to change this position description at any time according to business needs.

08/14/2018