



228 N 2nd Ave SW, Rome, Georgia 30165
Email: HR@rivercity.bank

Job Description – ACCOUNTING ASSISTANT

Exempt Status: Non-Exempt (hourly)
Reports to: Accounting Manager

Position Summary The Accounting Assistant will be responsible for providing finance and support functions for the accounting/HR departments including: accounts payable processing, preparing daily and monthly general ledger reconciliations, supplies ordering, shareholder accounting, IRS and DOR reporting for accounting/payroll purposes, and posting of daily batch files. Additional responsibilities will include but not be limited to monitoring of payroll timesheets and the submission of the same, functioning as the secretary to some internal committees, and the entry of budget data into the general ledger platform.

Key Duties and Responsibilities

- Accurate and timely account reconciliations for general ledger, bank-controlled deposit accounts, public funds, bond accounting and safekeeping reports, etc.
- Preparation and data entry of all invoices and expense statements into the accounts payable system, maintaining expense account structure and allocation protocols as required
- Maintenance of prepaid and accrual schedules in Horizon core.
- Daily posting of batch files for various settlement processes and annual budget preparation
- Maintain primary responsibility for supplies ordering, stocking, and inventory management
- Communicating with shareholders and custodians, maintaining the database, facilitating purchase/sale transactions, facilitation of quarterly shareholder letters using Mail Chimp, and coordination of annual dividend payments
- Preparation and posting of tax deposit settlement for payroll and income tax payments
- 1099 preparation and reporting for accounts payable, director payments, shareholder dividends and subordinated debt interest payments
- Coordinate meeting rooms, packages and minutes for deposit pricing and 401K administrative committee meetings as well as agendas for full staff and senior leadership team meetings
- Administrative support for Human Resources, incl coordination of staff meetings and related, coordination of executive vacation approvals, staff recognition and awards, and ordering lunches as needed
- Comply with all department and company policies, procedures, and regulations

Knowledge, Skills, & Abilities

- Proficient use of excel and word is a must
- Ability to accurately reflect various meeting activities in written form
- Requires professional oral and written communication skills, a keen attention to detail, good organizational skills with the ability to prioritize and multi-task, and proficiency with various computer applications.
- Successful candidates should be able to self-motivate, meet deadlines, prioritize amidst conflicting schedules, and consistently follow procedures and guidelines with minimal daily oversight.
- Not responsible for supervising any other employees, setting policies and procedures, or determining the direction of the department.
- The specific duties noted above are not intended to be comprehensive and may change at any time if it is in the best interests of the bank as determined by the Accounting Manager

Prior experience with accounts payable and general ledger/accounting is preferred.