



Accounting Associate

DEPT./LOCATION: South La Crosse

REPORTS TO: Chief Financial Officer

CLASSIFICATION: Non-Exempt/Full-Time

Duties and Responsibilities:

1. Balance general ledger accounts to accurately reflect income and expenses to ensure accurate financial reporting.
2. Balance Investment Portfolio.
3. Responsible for completing the FR2900 Quarterly Filing.
4. Balance the institution's Checking Accounts.
5. Responsible for the review of Financial Statements.
6. Work with appropriate personnel to manage Escheating Accounts.
7. Responsible for posting transactions to appropriate accounts.
8. Acts as a backup to daily accounting duties as needed.
9. Ensure the confidentiality of all company records and information.
10. Work with Auditors and Examiners for various audits throughout the year.
11. Work with and assist employees at all levels of the bank.
12. Ensure appropriate procedures for financial reporting, record keeping and documentation that maintains files in an orderly fashion.
13. Comply with all government laws, policies and regulations.
14. Perform other duties as assigned by supervisor(s).

Desired Knowledge, Skills and Abilities:

1. Excellent verbal and written communication skills.
2. Ability to organize and prioritize work load, meet deadlines.
3. Ability to work well under pressure.
4. Excellent problem solving and computer skills.
5. Excellent mathematical skills.

Position Requirements:

1. Associates' Degree in Accounting, Finance or a related field. Or equivalent experience in similar job duties.
2. Prior accounting experience and customer service experience.



Work Environment/Physical Demands:

Work is performed largely in an office environment, during normal business hours. Deadline pressure is an integral part of the job. Regular mental and visual concentration for computer usage and reading complex and technical compliance information is required. Position will alternate between walking, sitting, standing, stooping, bending, and occasional lifting up to 50 pounds of office supplies and/or documents throughout work shift.

Acknowledgement:

I understand that this job description describes the general nature and level of work performed by associates assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job, and does not create an employment contract. I also understand that I may be required to perform other job-related duties as requested by Management. All requirements are subject to change over time, within Management's sole discretion, and to possible modification to reasonably accommodate individuals with a disability.

Print Name

Signature

Date