

BankFinancialSM

Career Opportunity

October 21, 2008

Junior Accountant Posting #069-08

Location: **Burr Ridge**
Hours: **Full Time**

Responsibilities: Assist in preparation of various daily and monthly general ledger and internal checking account reconciliations.

- Check upload and balancing for Official Check accounts
- Daily, weekly and monthly reconciliation of various accounts, journal voucher and new GL's opened, ensure items are cleared by researching and providing information necessary to various departments and branches.
- Post to GL's and post necessary journals
- Receive and process IFS (Independent Forms) statement and distribute invoices to A/P dept.
- Update Loan Loss Reserve detail
- Pick up morning mail and distribute
- Prepare monthly spreadsheet analysis for miscellaneous income and Merchant Dept. Income/Expense
- Order office supplies
- Handle task requests
- Maintain financial historical records by filing reconciliation work papers and other documentation.
- Contribute to team effort by accomplishing related results as needed.
- Maintain customer confidence and protects operations by keeping account information confidential.
- Other duties as assigned.

Qualifications:

- Associate's degree in accounting and/or experience in the banking environment preferred, or equivalent combination of education and experience.
- Working knowledge of Microsoft Excel along with Windows.
- Self motivated, well organized, and detail oriented.
- Excellent attendance record.