



The Middlefield Banking Company Job Description

Title:	Accounts Payable Coordinator	FLSA Status:	Non-exempt
Reports To:	Controller	Job Grade:	
Department:	Accounting	Location:	528 Administration
Category:	Full-time	Revised:	06/18/2019 Human Resources

SUMMARY: The Accounts Payable Coordinator is responsible for performing all Accounts Payable functions and fixed asset system maintenance along with supporting the Accounting Department by performing a variety of accounting duties that include; assisting with financial reporting, and reconciling balance sheet accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform accounts payable functions
- Perform fixed asset functions
- Perform review of daily reports
- Manage public deposits collateral
- Assist with financial reporting including monthly management reporting, and quarterly regulatory reporting; compile information and ensure accuracy
- Post investment activity to general ledger, safekeeping system, and record keeping system
- Download various reports and upload into reconciliation system
- Perform reconcilements
- Assist with auditor and examiner requirements
- Ensures compliance with all Bank policies and procedures, as well as, all applicable State and Federal banking regulations

SECONDARY DUTIES:

- Perform other duties as assigned
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SUPERVISORY RESPONSIBILITIES: This position has no supervisory duties or responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TECHNICAL REQUIREMENTS: Proficient in the use of the Bank's information systems and software and Microsoft Excel and Word. Must possess superior knowledge of accounting principles. Must possess organizational and time management skills. Must possess the ability to work with minimal supervision.

LANGUAGE SKILLS: Ability to communicate with internal and external customers, peers and Bank management. Communicate ambiguous and known level of concepts. Skilled in one-on-one communications and group presentation. Read and interpret general business documents, banking policies and procedures. Write routine reports and general business correspondence and business reports. Possess the ability to read and interpret complex regulatory documents.

MATHEMATICAL SKILLS: Position requires basic math skills with ability to add, subtract, multiply, and divide. Compute rate, ratios, and percent's. Ability to calculate interest and balance accounts.

REASONING ABILITY: Must possess the ability to solve practical problems with a variety of concrete variables through some prescribed procedures. Problems are moderately complex. Solutions require some ingenuity and analysis, as well as, competent judgment.

EDUCATION: High School diploma, Bachelor's degree preferred in Accounting or a related field.

EXPERIENCE: Minimum experience required to be successful in this job is 3-5 years of relevant work experience in banking, accounting or finance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, use hands to input data into the computer, and speak and hear. The employee is occasionally required to walk, stoop and lift files and boxes up to 20 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is a typical office setting. The noise level in the work environment is moderate.

The Middlefield Banking Company considers applicants for all positions, without regards to race, color, religion, gender, national origin, age, disability, marital status, veteran status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

Please send cover letter, resume and salary requirements to Debbie Remias at dremias@middlefieldbank.com