

Job Description

Job Title: Accounting and Data Specialist II

Department: Financial Reporting

Reports To: AVP, Financial Reporting

Salary: \$38,430 – \$49,107**

Status: Non-Exempt

Date: 08/05/2021

****Pursuant to the Colorado Equal Pay for Equal Work Act and Equal Pay Transparency Rules, the salary range above represents the low and high end of the salary range for this position. Actual salaries will vary and may be above or below the range based on various factors including but not limited to location, experience, and performance. The range listed is just one component of the total compensation package for employees. Incentives based on Timberline Team goals may also be offered. In addition, Timberline Bank provides a variety of benefits to full time employees, including health insurance coverage, vision insurance, dental insurance, life and disability coverage, 401K plan, paid holidays and paid time off.**

Position Summary

This position is a non-exempt full-time position in the Accounting Department. This position is responsible for utilizing technical expertise, general accounting duties, and analytical skills to ensure the quality and accuracy of data and present it in an effective manner to assist Timberline Bank in making good business decisions.

Essential Duties and Responsibilities

- Provide Board of Directors, Management, Auditors, and Regulators with accurate reports in a timely and efficient manner.
- Create, organize, and disseminate the monthly Board of Directors package.
- Accurately complete & submit various regulatory reports and personal property tax info.
- Primary liquidity analyst.
- Primary ALLL preparer.
- Work with department leaders to outline their specific data and analysis needs.
- Provide training to end-users on new reports and dashboards.
- Prepare and present regular stress tests to the BOD and Sr. Management.
- Use data to create, provide, and present reports to help Executive Management and the Board of Directors make forward-looking strategic business decisions.
- Provide quality assurance of imported data to ensure accuracy for regulatory reports.
- Prepare account entries to balance General Ledger and subsidiary accounts.
- Reconcile General Ledger and subsidiary accounts, including bond accounting, fixed assets, CDARS/ICS, wire fees, and the monthly audit and scrub of loan fees.
- Utilize knowledge and skillset to act as one of the Bank's Fiserv Specialist.
- Evaluate and implement new/upgraded software and recommend new systems.
- Follow established audit, security, compliance, and regulatory guidelines.
- Perform various other duties as required by management.

Knowledge, Skills and Abilities

- Requires a BA in Finance, Business Analytics, Economics, or Accounting.
- Team player with a strong, team-focused attitude.
- Understanding of Business Analytics, budgeting processes, relational databases, and report writing.
- Advanced Excel, Word, Power Point, Publisher, and Adobe Acrobat skills.
- Ability to work on a computer and stand or sit for extended hours at a time.
- Demonstrate analytical, critical thinking, and problem-solving skills.
- Ability to create and enhance financial reports independently.
- Passionate about using technology to automate and improve processes.
- Excellent oral and written communication and presentation skills.
- Strong analytical skills with the ability to multi-task, collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Demonstrate initiative and strong motivation for success.

Key Competencies

- **Be Thorough:** Ensure that work is completed thoroughly and correctly; prepare carefully for meetings and presentations; and follow up with others to ensure that agreements and commitments have been fulfilled.
- **Establish and Maintain Personal Credibility:** Consistently model behavior for management that is perceived as responsible, reliable, and ethical.
- **Communicate Effectively:** Express oneself clearly in interactions with others, both verbally and in writing. Notice, interpret, and anticipate needs and concerns. Ensure that critical information is shared with those who should be kept informed.
- **Act with Confidence:** Understand the importance of rules and requirements and be poised and self-assured.