

BRIDGEVIEW BANK GROUP

JOB DESCRIPTION

Job Title	Staff Accountant – Bridgeview Bank Mortgage Company		
Reports to	VP of Finance	EE Type	Non-Exempt

POSITION PURPOSE

Provides support to the accounting staff, which includes but not limited to, obtaining and analyzing information and data; communicating results to Finance staff and BBMC management. Maintains the integrity of all accounting modules, general ledger accounts and record retention.

COMPETENCIES – ANALYTICAL SKILLS

- Communicates Effectively Communicates complex/difficult messages in simplified terms. Finds
 effective ways to talk about difficult or sensitive situations. Demonstrates the ability to get ideas across
 to others and gain commitment, support and willingness to take action.
- Maximizes Business Performance- Demonstrates and practically applies an understanding of the key drivers and financials of the BBMC in order to maximize long term performance. Uses business insight to maximize financials.
- **Change Orientation-** Encourages and sustains a climate for change within his/her area of the organization. Takes responsibility for identifying change needs within BBMC.
- Customer Focus Understands the needs and perspective of employees, commitment to take actions
 that serve/benefit employees. Takes initiative to meet Finance team needs without waiting to be asked.
 Seeks and uses employee ideas and input to improve financial services.
- Accountability Taking personal responsibility for meeting commitments and ensures that results are achieved. Expectations are clearly defined; sets priorities, identifies any obstacles and addresses them in a timely manner. Focuses on being part of solutions and achieving results.
- Teamwork Works cooperatively and collaboratively with others, and supports the success of the
 overall team and BBMC. Participates as a team member; follows through on commitments; shares
 information and resources with others to further their success; supports decisions 100%
- Values and Respects Others Encourages and supports diversity of thoughts and perspectives. Is
 open and trusting; treating all people fairly and make them feel valued; builds positive relationships
 with BBMC employees.

PRINCIPAL ACCOUNTABILITIES

- Assists with reconciliations, journal entries and internal controls, ensuring accuracy and timeliness.
- Analyzes financial information detailing assets, liabilities, and capital; prepares balance sheet, profit and loss statement, and other reports to summarize current and projected financial position.
- Compiles and analyzes financial information to prepare journal entries and document business transactions.
- Reconciles various general ledger accounts.
- Researches and resolves discrepancies and accounting errors.
- Assists in the preparation of various daily/monthly/annual journal entries, general ledger schedules.
- Assists in the month end closing process, including reconciling various general ledger accounts prior to close, and recording various vendor statements prior to close.
- Compiles information and prepares reports as requested by the VP of Finance and members of the Executive team.
- Responsible for tracking and maintaining record of various revenue and expense accounts.
- Performs the day-to-day accounting functions, which includes but is not limited to maintenance of all assigned general ledgers.
- Complete and timely reconciliation of each general ledger account by all operating departments.
- Assist with other ongoing functions such as BBMC reconciliations, preparing deposit slips and completing state and local reports.
- Ensures that information is complete, accurate and timely and in accordance with BBG guidelines.
- Assists with related special projects as assigned.