



STAFF ACCOUNTANT (ENTRY LEVEL)

Department: Accounting

Reports to: Treasurer or Comptroller

Action Steps:

- Possess a strong accounting background, preferably with an Associate's Degree. Bank Accounting experience is a bonus.
- Aptitudes should include the use of Excel, Adobe Acrobat Tools, multiple software programs and websites, and paperless processes.
- Abilities such as accuracy, consistency, attention to detail, multi-tasking, following instructions and organizational skills are considered necessary.
- A desire to learn the detailed mechanisms of the sub-ledger systems and the flow of audit trails is required.
- The model applicant will be joining a high achieving department that adheres to all applicable guidance, policies and procedures.
- Potential for advancement within the department available.

Specific Job Functions:

1. Journal Entry preparation and posting
2. Reconciliation completion
3. Preparation of Accounting and sub-ledger reports
4. Processing of Accounts Payable
5. Correspondent Bank Account management
6. Call Report preparation
7. Monitoring of investment activity
8. Assisting in audit requests
9. Providing support to the Comptroller

For consideration, please send resumes to:
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