

BANK BELLEVILLE

Smaller Bank • Bigger Service • Stronger Community

Do you value your **FAMILY, COMMUNITY, and CLIENTS?**

Would you like to join a client-focused team where family and community are valued and your contributions will make a difference, and be noticed?

Bank of Belleville is the Smaller Bank that delivers Bigger Service for a Stronger Community.

At Bank of Belleville, our culture is largely driven by “making a difference, One customer at a time.” These are more than just words to us. They represent a philosophy that not only differentiates us from other banks, but also inspires us to truly make a difference in the lives of our clients. Bank of Belleville is locally owned by hundreds of shareholders who live, work, and contribute to our community.

Job Title: Corporate Accountant (Full or Part-Time)

Summary of Position

This role will be a vital member of a team-oriented accounting department with primary responsibility for processing accounts payable, providing accounting support, and helping with recurring report completion. The accounting assistant will carry out these duties in direct collaboration with the Bank’s Chief Financial Officer and Senior Accountant. Bank of Belleville offers an environment where new ideas are encouraged from all levels of the organization.

Essential Functions and Job Responsibilities

1. Maintain accounts payable and vendor information, code invoices, and prepare payment to vendors
2. Process employee expense reports as part of accounts payable process
3. Serve as primary contact to vendors and manage inflow of vendor invoices for the Bank’s 4 locations
4. Perform various journal entries for recurring transactions
5. Assist with monthly, quarterly, and annual reconciliation process
6. Maintain depreciation schedule with support from Senior Accountant
7. Provide support to Senior Accountant and Chief Financial Officer in completing quarterly FDIC Call reports
8. Assumes other miscellaneous responsibilities as assigned, including various special projects to support Bank management.

Skills/Equipment

1. High degree of accuracy, conscientiousness, and attention to detail
2. Strong oral and written communication skills
3. Ability to prioritize various tasks and projects
4. Experience with Microsoft Office and/or Google Workspace
5. Basic knowledge of accounting principles commensurate with experience/education

Training/Education Required

1. Associate degree in accounting and/or 2 years of related experience
2. Comply with all requirements, policies, and procedures of the Bank Secrecy Act (BSA) and attend all mandatory BSA training as needed for this position. Additionally, required to complete all required compliance and regulatory training, not limited to BSA.

Bank of Belleville is an equal opportunity employer committed to creating a diverse workforce. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status, among other factors