



Full Time Accounting Specialist

This is your chance to join Fleetwood Bank, the only independent community bank headquartered in Berks County. We have an exciting opportunity for an experienced Accounting Specialist.

The location is Fleetwood

The hours are Mon-Fri 8AM -5PM

Excellent Benefit Package and Paid Time Off Available

The successful applicant will be responsible for performing a variety of duties to support the accounting function; coordinating work within the department, as well as with other departments; reporting pertinent information to immediate supervisor; responding to inquiries or requests for information. We encourage all who are qualified and want to work with a dynamic and highly productive team to apply.

Responsibilities:

- Perform a variety of duties to support the accounting function.
 - Process accounts payable
 - Perform daily reconciliation of ACH Items
 - Prepare daily ATM reconciliations
 - Processes outgoing and incoming wire transfers
 - Perform daily review of various general ledger accounts
 - Provide monthly investment listing to brokers
 - Process returned deposited items
 - Maintain retail charge off schedule
 - Prepare various monthly/quarterly reports and reconciliations
 - Assists Chief Financial Officer with special projects
- Abides by current laws and organizational policies and procedures designed and implemented to promote an environment of risk management and overall safety and soundness and the Bank's compliance with all regulatory requirements.
- Maintains awareness of Bank product and service offerings

Qualifications

- A high school diploma or equivalent
- 2 years Accounting experience preferred
- Previous Banking experienced preferred
- Working knowledge of Insight with COCC and Oracle preferred