



Buckeye State Bank is an *employee-owned, member-centric* community bank, creating Raving Fans through exceptional service. With our exciting growth and expansion, we are looking for qualified, energetic team members to implement and achieve our Vision of The Bank of Tomorrow.

Due to our successful growth, BSB is seeking a qualified, experienced **Accounting Specialist**. The Accounting Specialist must display attention to detail and strong analytical skills with the ability to work independently and as part of the department team. The individuals must be knowledgeable in GAAP in order to perform essential duties and assigned projects. This role will report to the Controller and will have significant impact on the financial compliance of the bank.

Essential Responsibilities of the Accounting Specialist:

- ❖ Maintain accurate records, including journal entries, payments, receipts and invoices
- ❖ Display strong customer service and team player mindset
- ❖ Prioritize work assignments to meet key deadlines
- ❖ Daily review of the balance sheet and income statement
- ❖ Adherence to generally accepted accounting principles and current financial legislation
- ❖ Verify, allocate, post and reconcile accounts payable and receivable.
- ❖ Produce accurate accounting reports for Controller and CFO
- ❖ Analyze financial information and summarize financial status.
- ❖ Identify and address accounting urgent issues
- ❖ Assist the Controller in preparing for financial audits
- ❖ Assist in the implementation of standard operating procedures
- ❖ Review and process expense reports
- ❖ Attend weekly A/P meetings
- ❖ Inform Controller and CFO of critical issues that impact legal compliance or adherence to policy
- ❖ Perform other tasks or projects as assigned.

Education and Experience for Success in this Role:

- ❖ Associate degree in accounting, finance, or related field or Accounting Certification
- ❖ 3+ years of experience in an accounting role in a financial institution
- ❖ Must be authorized to work in the United States
- ❖ Must have valid driver's license
- ❖ Must be proficient with Microsoft Office Suite, especially Excel
- ❖ Strong knowledge of GAAP

BSB offers competitive compensation, as well as incentives and a benefit package, including:

- ✓ Standard Paid time off!
- ✓ Your Birthday off as well as two additional floating holidays!
- ✓ Retirement - 401k!
- ✓ *You will be a member of the Employee Stock Ownership Plan!!*
- ✓ Health Insurance with Vision and Dental!!
- ✓ Life Insurance!
- ✓ Disability Insurance!

If you are looking for an exciting and rewarding challenge –Join the BSB Team! Interested? Please email a copy of your resume to Hrdepartment@JoinBSB.com. Buckeye State Bank is an equal opportunity employer.

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