



Accounting Clerk

Buckeye State Bank is an employee-owned, member-centric community bank, creating Raving Fans through the exceptional service we provide for them. 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.

We are seeking a detail-oriented and reliable Accounting Clerk to join our bank's accounting team. The successful candidate will have a solid understanding of accounting principles, including debits and credits, and experience with general ledger reconciliations. This is an hourly position offering competitive pay and the opportunity to gain hands-on experience in a dynamic financial environment. The Accounting Clerk will report directly to the Controller and provide backup for various accounting tasks as needed. The role may also involve other projects and duties as assigned.

Key Responsibilities:

- ❖ Perform daily accounting tasks such as data entry, journal entries, and reconciling accounts.
- ❖ Responsible for preparing general ledger and internal DDA (Demand Deposit Account) reconciliations, ensuring the accuracy and completeness of financial records.
- ❖ Process transactions, including debits and credits, and maintain records of financial activity.
- ❖ Support month-end and year-end close processes.
- ❖ Review and reconcile bank statements, resolving any variances.
- ❖ Prepare and post ad hoc and recurring journal entries as required.
- ❖ Provide backup for various accounting tasks, including supporting accounts payable and expense reimbursements.
- ❖ Assist the Controller and accounting team with preparing financial reports and analysis.
- ❖ Contribute to other projects and duties as assigned by the Controller or management.

Education and Experience for Success

- ❖ Strong understanding of basic accounting principles, including debits and credits.
- ❖ Proven experience with general ledger and internal DDA reconciliations.
- ❖ Previous banking or financial services experience preferred.
- ❖ Strong attention to detail and organizational skills.
- ❖ Ability to handle multiple tasks simultaneously and meet deadlines.
- ❖ Proficiency in Microsoft Excel and other accounting software.
- ❖ Ability to learn new software and skills at a fast pace.
- ❖ Excellent communication and problem-solving skills.

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

- ❖ Standard Paid time off!
- ❖ Your Birthday off as well as two 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!

Job Type: Full-time

Benefits:

- ❖ 401(k) matching
- ❖ Dental insurance
- ❖ Flexible spending account
- ❖ Health insurance
- ❖ Health savings account
- ❖ Life insurance
- ❖ Paid time off
- ❖ Vision insurance

Schedule:

- ❖ 8-hour shift
- ❖ Day shift
- ❖ Monday to Friday

Work Location: In person

If you are looking for an exciting and rewarding challenge – *Join the BUCKEYE STATE BANK Team!* Interested?

Please email hrdepartment@JoinBSB.com with a copy of your resume.

Buckeye State Bank is an equal opportunity employer.

Main Office
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