



Job Title: Associate Accountant

Department: Accounting

Reports to: Chief Financial Officer

FLSA Status: Exempt / Full-time

POSITION OVERVIEW:

Bank of San Francisco seeks an Associate Accountant to support the overall administrative function of the bank's Accounting Department. They will be responsible for working with the bank's Accounting Team and other staff members to ensure that the bank runs smoothly and that the accounting- and finance-related reporting and activities are met within the strict daily, weekly, monthly and quarterly deadlines, in compliance with applicable bank policies and regulations. This position requires a good working knowledge and understanding of generally accepted accounting principles (GAAP), and the utilization of that knowledge in the daily processing, monitoring and control of the bank's accounting- and finance-related activities. The candidate must be detailed-oriented, have a positive attitude, excellent communication and organizational skills, and a general knowledge of Microsoft Office Suite, including Outlook, Word and Excel.

Under general supervision, and following established policies and procedures, the Associate Accountant is responsible for activities related to accounts payable, certifications, daily reconciliations, fixed assets and prepays, month-end processing, routine general ledger entries and regulatory/agency filings. This position will provide administrative support to the Chief Financial Officer and will assist with other Accounting Department projects.

RESPONSIBILITIES:

- Prepare appropriate journal entries and adjustments for financial reporting systems and enter them into the bank's system
- Prepare reconciliation of correspondent bank accounts on a daily to monthly basis, in a timely and accurate manner, and communicate with the appropriate departments to clear outstanding items

- Assist with preparation of the bank's correspondent bank monitoring report, investment summary report, investment compliance certificates and other financial-related reports for Board and ALCO
- Maintain bank's accounts payable information and vendor files to ensure that adequate documentation is retained
- Prepare payment for approved invoices using accounts payable software and prepare and submit year-end 1099 files necessary to meet required filings
- Prepare and maintain monthly reports for fixed-assets portfolios and prepaid assets using fixed-asset software
- Prepare Accounting Department's monthly certification package and monthly certification cover sheet for other departments
- Prepare monthly performance report for Executive Management members and each of their teams
- Assist with the monthly relationship profitability system updates and reporting
- Assist with the month-end, quarter-end and year-end close activities
- Calculate and book the sales and use tax on a monthly basis
- Prepare and submit necessary tax forms required for the reporting of sale and use tax to government agencies
- Handle the remittance of bank's backup withholding to the IRS
- Complete and file the annual 945 and 1042 returns
- Prepare and submit the bank's business property tax return
- Calculate Federal income tax and State taxes for month-end close, and book the general ledger entries and maintain the deferred tax asset inventory
- Coordinate the preparation and filing of the quarterly tax payment estimates and annual tax returns
- Prepare and file the bank's FR2900 report of transaction/deposit accounts and vault cash
- Assist with the preparation and filing of the bank's quarterly call reports
- Act as primary contact and be responsible for the day-to-day operation items related to accounts payable, certification, daily reconciliation, fixed assets, month-end close, prepaid and regulatory and agency filings
- Assist with Accounting Department projects, as needed
- Perform related duties as assigned or as the situation dictates

REQUIREMENTS:

- Two to three years of experience in related fields; banking-related experience is preferred
- Solid understanding of accounting concepts (GAAP) and control requirements; knowledge related to transactions of financial institutions preferred

- High degree of accuracy and attention to detail
- Excellent verbal and written communication skills in order to communicate effectively and tactfully with all levels of bank staff, as well as with outside auditors and regulators
- Strong degree of administrative skills, including general knowledge of Microsoft Office programs, such as Outlook, Word and Excel; strong Excel skills are a must
- Ability to organize and prioritize in situations where dramatic changes occur frequently in order to meet set deadlines
- Ability to learn quickly and apply concepts to different related areas of work
- Ability to work well in a team-oriented environment and willingness to assist, where necessary, to meet goals of the Accounting Department and the bank
- Experience working with general ledger; fixed-asset accounting systems preferred
- A technical level of knowledge normally acquired through completion of a degree program in accounting, finance, business administration or related area
- Compliance with all applicable State and Federal banking regulations, and bank policies and procedures, including but not limited to the Bank Secrecy Act/Anti Money Laundering Program and Information Systems Security Policies

BANK OF SAN FRANCISCO: THE MODERN COMMUNITY BANK

Established in 2005, Bank of San Francisco serves the banking needs of Bay Area businesses and nonprofits as well as individuals and families who value personalized service complemented by the convenience of technology. From our location in downtown San Francisco, we serve clients throughout the Bay Area and beyond. Some key differentiators include:

- **Technology-Driven Community Banking** – Bank of San Francisco embraces the best elements of traditional community banking, e.g., personalized service, local decision-making and clients' access to senior management. At the same time, we have made strategic use of powerful technologies to create client convenience (through mobile banking, remote deposit, treasury management, online banking and access to a worldwide ATM network) and to enhance workforce mobility and efficiency.
- **Innovations in Banking** – Bank of San Francisco has demonstrated the willingness, capacity and resources to develop new products and programs tailored to market conditions.
- **Strong Bay Area Loan Portfolio** – The Bank has a proven track record of maintaining a healthy loan portfolio, even during the most challenging

economic times. Our non-performing assets/total assets ratio has consistently been well below 1%.

- Focused Areas of Specialization – The Bank has developed specializations in such industries as health care practices, technology firms, political campaign service providers, law firms and fiduciaries, as well as nonprofits. With our deep understanding and tailored services, we are establishing a strong reputation as a “go to” bank serving Bay Area companies and nonprofits.
- Truly Local – We are a Bay Area success story, investing in the community, for the long haul. More than 90% of our owners live in the Bay Area communities that we serve, and approximately 20% of our ownership is by current and past employees and directors. We are proud of our local deposit base, which we use to make loans to local businesses, nonprofits and families.
- Executive Team Working with a New Generation of Bankers – The Bank’s experienced executive team has built an entrepreneurial culture that is keenly focused on clients, the use of technology and execution of the Bank’s strategy. The entrepreneurial culture is perpetuated through such modern management practices as the conversion to a paperless environment and the adoption of a flat organization and an open culture that fosters collaboration and cross-training of a new generation of bankers.
- History of Strong and Consistent Profitability – Even during the most challenging economic times since the Great Depression, the Bank has maintained strong margins and profitability relative to our peers.

Employee must assure compliance with all applicable State and Federal banking regulations, Bank policies and procedures, including but not limited to, the Bank Secrecy Act/Anti Money Laundering Program and Information Systems Security Policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Further, they do not establish a contract for employment and are subject to change at the discretion of the employer. Qualified applicants with criminal histories will be considered for the position in a manner consistent with the Fair Chance Ordinance.