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# Example of Bank Accountant Job Description

Our growing company is looking for a bank accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for bank accountant

* Ensuring thorough and complete analysis of accounts, including verification to source documents as needed
* Responsible for the preparation of the majority of the quarterly regulatory report 5300 and coordinate the departmental work regarding the supporting schedules for the report
* Interact with the internal audit department, external auditors and state and federal regulators
* Work with other members of the management team on special projects and initiatives
* Assists with the month-end closing process and prepares monthly and quarterly financial statements and regulatory reports as required by management and regulatory agencies in accordance with GAAP and RAP
* Prepares subsidiary financial statements and consolidation entries in a timely and accurate manner, in accordance with GAAP
* Performs general ledger system file maintenance
* Assists independent auditors, examiners and internal audit staff during audits and reviews, as requested by senior management
* Identifies, evaluates, and develops resolutions for reconciling items within the banking system (may include journal entry compilation consultation with other departments)
* Prepares assigned bank reconciliations on a monthly basis and daily basis as it becomes necessary

## Qualifications for bank accountant

* Min 2 years in the Accounting department (of an industrial company is a plus)
* Strong accounting background and accuracy MS-Office, SAP & Hyperion experience
* Advanced English, fluent Slovak language
* Strong GAAP Accounting experience in commercial banks
* Knowledge of financial analysis, budgets, balance sheets, income statements and GL's
* Ability to balance financial information