

JOB DESCRIPTION



Position: Staff Accountant

Reports To: Controller

Department: Accounting

About the Position:

The Staff Accountant is a process-oriented individual who works together with the Accounting team to perform account reconciliations across the Accounts Payable and Accounts Receivable functions. This position will also have the opportunity to cross-train and support the day-to-day operations of Logansport Savings Bank's electronic banking services and products.

Responsibilities:

- Perform all aspects of Accounts Payable and Accounts Receivable, including but not limited to:
 - Code accounts payable invoices for disbursement, posts to proper accounts and prepare proper transmittal documents.
 - Prepare accounts payable electronic ACH file.
 - Prepare A/P check batch and print checks upon authorization from Controller.
 - Research and resolve issues regarding invoices.
 - Process all bank expense payments through the accounts payable system.
 - Ensure proper approval is secured before disbursement of funds.
 - Responsible for timely processing of corporate credit card payments.
 - Process employee reimbursements and transfers.
 - Organize the retention and maintenance of all accounts payable records, by scanning/attaching all documents to A/P transactions.
 - Year-End 1099 Reporting.
- Initiate and approve Wire Transfers.
- Assist in Bank Return Functions.
- Assist with ACH Functions and maintain accurate documentation as required by the Compliance Department.
- Assist Customers with all Electronic Banking Functions, including but not limited to:
 - Providing internal and external customer support for electronic operations activities related to Remote/Mobile Deposit, ACH origination, Online Banking, Bill Pay, Positive Pay, eStatements, TransferNow, and Zelle.
 - Supporting ATM and Card Services including with customer inquiries, card printing, file maintenance, disputes, and reconciliation as required.
- Perform monthly and quarterly account reconciliations.
- Reconcile ATM balances and discrepancies.
- Responsible for maintaining and analyzing debit card fraud.
- Assist customers with remote deposit capture.

JOB DESCRIPTION



Educational Requirements:

- High School Diploma or its equivalent is required.
- Some college or degree is preferred.

Knowledge and Skills:

- Proficient Computer Skills and comfortable using the computer
- Proficient with Microsoft Office Suite
 - Demonstrated experience with Microsoft Office Excel is essential.
- Background or previous experience in Accounting is preferred.
- Detail-oriented, high level of ownership and accuracy.
- Excellent customer-service and interpersonal skills.
- Excellent organizational and time-management skills, with the demonstrated ability to manage and prioritize multiple tasks with strict deadlines.
- Ability to think analytically and consider the facts, rules, policies and procedures that protect the bank or that are in the bank's best interests.
- Good problem-solving ability and strong decision-making skills.

About the Bank:

Logansport Savings Bank was founded in 1925 and is a locally-owned, mission-driven community bank with over \$250 million in assets. The bank's main branch is located in Logansport, and also serves customers from Peru, Wabash, Huntington, and surrounding counties.

Our team is close-knit and collaborative, making LSB a fun and rewarding workplace for our employees. Everyone on our team shares a deep commitment to our customers and our community, "Leading The Way" to put them first with local decision-making and volunteerism. When you join the LSB team, you'll begin as a valuable team player with support for your personal and professional growth.

Logansport Savings Bank is an Equal Housing Lender and Member FDIC. Learn more about Logansport Savings Bank at www.logansportsavings.com.