**Staff Accountant**

**Job description**

Prairie Community Bank is a growing community bank with three locations in Marengo, Union, and Elgin, Illinois. Prairie offers competitive salary and benefits, including 401k match, medical, dental, vision, life insurance, LTD, vacation and paid holidays. We are seeking a full-time 40 hours per week Staff Accountant to work out of our Marengo location to assist the Chief Financial Officer in maintaining financial records while ensuring adherence with internal controls and policies.

Essential duties and responsibilities include:

* Compile financial reports, including balance sheets, income statements and other management and regulatory reports.
* General ledger closing - includes reviewing accounts and accruals for reasonableness and tracking closing activities to ensure completion.
* Fixed asset accounting - booking new assets, disposing of assets, monthly depreciation entries and reporting.
* Assist with investment security transactions including settlement, pledging, and accounting entries.
* Reconcile general ledger accounts with various subledgers and registers.
* Reconcile correspondent bank accounts.
* Backup support for accounts payable functions.
* Review, balance, and create reports requested by management in multiple systems, including Excel, Cognos, and core banking software.
* Possess a general knowledge of the various loan and deposit products available at Prairie.
* Complies with all regulations, policies and procedures, including but not limited to BSA/AML, as related to this position.

**Qualifications**

* Associate's degree in accounting, finance, or related field; or two years of experience in bank operations or accounting functions; or equivalent combination of education and experience.

**Skills and specifications**

* Strong attention to detail
* Strong verbal and written communication skills
* Self-motivated
* Microsoft Office products
* Intermediate Microsoft Excel skills

Job Type: Full-time

Pay: $15.00 - $21.00 per hour

COVID-19 considerations:
In an effort to reduce the transmission of COVID-19 employees must be willing to wear a mask if requested by customers or coworkers when social distancing is not feasible.