



Job Posting

Job Title: Accounting Manager

Position Type: Full Time

Location: St. Peter or Mankato

Posting Date: January 7, 2025

Job Summary:

The Accounting Manager will be responsible for the supervision and control of the general accounting area, including general accounting, accounts payable, financial analysis, fixed assets, investment accounting and pledging. The position also oversees the completion of all required regulatory reports.

Primary Duties and Responsibilities:

- Responsible to ensure that all application and general ledger systems are balanced in a timely manner. Reviews the general ledger of the entire bank as well as individual branch or division financial statements to ensure proper balancing and allocation.
- Prepares financial reports; ensures complete and accurate financial, statistical, and accounting records of the Bank; assists with preparation and evaluation of budgets and capital plans; directs receipt, disbursement and expenditures of money and capital assets; analyzes departmental budgets and variances; and completes various reports for internal and external use including asset/liability and Board of Director reports.
- Oversees the accounting department employees; trains, directs, and evaluates employee performance.
- Compares forecast projections to actual figures, helping to find adjustments to future projections and budgets.
- In concert with the CFO, manages the investment activities including maintenance of the ALM program providing accurate financial data to the ALCO and Board of Directors.
- Reviews the daily cash position and transfers funds as necessary to maximize deployment and positioning to ensure sufficient availability of funds.
- Maintains all accounting functions including prepaid expenses, fixed assets, bank-owned life insurance, expenses payable and accruals, and all capital accounts.
- Works closely with the bank's external accounting and auditing firm(s) to assist with tax preparation, financial audits, and all other accounting issues.
- Data analysis of customer and bank data and report preparation and data interpretation.
- Oversee preparation of Bank regulatory reporting to include Call Report and FRY reporting. Assist with document gathering for audits and exam requests.
- Perform routine internal processes which include posting entries and various computer inputs to a variety of systems and reports.
- Provide courteous and professional support to both internal and external customers.
- Follow all bank policies and procedures within the Department to ensure compliance with all laws, regulations, and rules.

- Maintain records and reports per the retention schedule.
- Other tasks as assigned by manager.

Qualifications:

- Associate degree in an Accounting or Business-related field preferred.
- 5-10 years of experience in bank accounting preferred.
- 3-5 years supervising experience preferred.

Knowledge, Skills, and Abilities

- Computer skills necessary to operate software programs of the department, including Fiserv and Microsoft applications.
- Strong numerical accuracy and critical thinking skills.
- Knowledgeable of the bank's retail products and polices in the Operations Department.
- Ability to make good decisions under stress in a fast-paced environment.
- Capable of prioritizing decisions, projects, and tasks in order to meet deadlines.

Salary Range: \$51,000 – 65,000 annually depending on years of experience and credentials

Benefits:

- PTO
- Health, dental, and vision insurance
- HSA match program
- Disability Insurance
- Life Insurance
- 401 (k) match program
- Paid holidays

To apply please visit: <https://fnbmn.bank/Careers>

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