

Accounting Manager - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Has complete understanding of computer and accounting functions
- Understands required journal entries for balancing employee payrolls
- Understands IRA, Certificate, Visa, and Check Services
- Understands auditing functions and importance of reconciling accounts
- Understands preparation of regulatory reports and ACH procedures

QUALITY OF WORK:

- Complies with deposit insurance and Federal Regulations
- Accurately reconciles or supervises reconciliation of general ledger accounts
- Delegates and supervises cross-training in department
- Works to ensure statements are delivered to customers on timely basis
- Ensures all backups on computer are accomplished and stored

QUANTITY OF WORK:

- Subordinates accomplish fair share of organization tasks
- Supervises employees as required
- Completes all computer work assignments
- Prepares call reports and reserve reports
- Tracks fixed assets of organization and calculates depreciation

PLANNING AND ORGANIZATION:

- Organizes staff for most effective accomplishment of assignments
- Sets up procedures to effectively monitor the work of others
- Maintains orderly work area
- Follows established procedures to accomplish tasks
- Sets goals for self to ensure completion of tasks
- Schedules computer time to accomplish goals