

Lincoln National Bank Job Description

Department: Administration
Position: Staff Accountant
Reports to: CFO
Pay Classification: Non - Exempt

Purpose of Position: The purpose of this position will be to assist the department in ensuring accuracy of financial records, maintaining financial procedures and confirming compliance with regulations, to ensure segregation of duties and to identify ways to improve internal processes.

Education, Training & Experience:

- Requires a Bachelor's Degree in Accounting or related field.
- Experience as a CPA (3 years or more) or Accounting or Banking experience (5 years or more) preferred.
- Working knowledge of Compliance Laws and Regulations & Segregation of duties.
- Working knowledge of computer applications such as Word, Excel, and internal systems.

Supervisory Responsibility:

- This position has no supervisor responsibilities.

Physical and Mental Qualifications

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| <ul style="list-style-type: none">▪ Must sit for extended periods of time (85%)▪ Requires handling.▪ Requires speaking, hearing and seeing.▪ Must be able to concentrate on detailed reports and records.▪ Must have hand dexterity to operate computer. | <ul style="list-style-type: none">▪ Able to react and adapt to change▪ Must be able to lift up to 10 lbs.▪ Problem Solving▪ Analytical Ability▪ Communication and Interpersonal Skills |
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Essential Job Duties:

- Prepares various reports for board of directors and internal/external auditors.
- Performs various account and invoice analysis and organizes related supporting documentation.
- Serves as backup for accounts payable processing.
- Maintains fixed asset detail.
- Assists with vendor management and 1099 processing.
- Monitors and prepares pledged positions reports.
- Assists with investment portfolio documentation.
- Assists with regulatory reporting.
- Assists CFO with miscellaneous tasks and projects when needed.

This job description denotes essential functions of the job. Lincoln National Bank promotes an equal opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.

Lincoln National Bank reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.