



Reply to: Deb Sankey, VP/HR
 Native American Bank, NA
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 Denver, CO 80202
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 employment@nabna.com

Career Opportunity

Job Title	Senior Accountant
Date Posted	August 20, 2010, position open immediately
Location	Denver Corporate Office, 999 18 th Street, Suite 2460; Denver, CO
Reports To	Chief Financial Officer
Description	Native American Bank is a financial services institution providing a wide range of banking services to communities throughout the United States. The Senior Accountant will be assisting the Chief Financial Officer in managing the Accounting/Treasury department by establishing & maintaining the Bank's fiscal record keeping system by utilizing generally accepted accounting principles; adheres to tax laws and bank regulatory compliance to properly reflect the financial position of the Bank and Holding Company. Position ensures department runs smoothly and efficiently and ensures compliance with Bank policies and procedures. Responsible for performing analytical duties within the department by assisting in analyzing the Bank's financial statements and other related documents. Senior Accountant performs a variety of duties to achieve annual goals & objectives for self, team and bank related to business growth, profitability.
Description of Duties	<p>Duties include:</p> <ul style="list-style-type: none"> • General Ledger Account processing and reconciliations for Bank & Holding Co. • Parent and Holding Company Consolidated Accounting and balancing • Investment Accounting • Responsible for maintenance & reconciliation of Fixed Assets, Pre-Paid, OREO, other Assets, Liability, Equity, Correspondent bank accounts, FHLB accounts and other accounts as determined by CFO. • Assist in month-end close including review of NAB's financial reports & g/l entries • Creates, manages and provides various monthly, quarterly, annual and other requested reports for Management and Board Reporting. • Responsible for monthly Holding Company reconciliations and financial reports • Assist in preparing reports on a timely basis and keeping ALCO Committee apprised of emerging risks and opportunities on the bank's balance sheet including interest rate risk, liquidity risk risk-to-capital, basis risk, option risk, foreign exchange risk and other market risks. • Be an active member of ALCO and Balance Sheet Strategy Committee meetings and attends meetings • Responsible for Regulatory reports; Call Report, Y8, Y9 SB • Assist in the preparation and review of NAB's regulatory reports and filings • Sales and Sales Use tax • Assist in analyzing the Bank's financial statements & other related documents • Assists in completing cost analysis, profitability, peer data reviews, valuation, investment activities, budgeting, forecasting, financial modeling, reconciliation and other related analysis tools and procedures. • Assist in preparing short and long term financial planning reports of key performance indicators, yield analysis, rate volume, other analysis reports, economic valuations and cost/benefit information as needed or requested. • Back-up Accounts Receivable & Accounts Payable and 1099 reporting • Conduct Accounting Policy research on new and emerging accounting issues • Other duties as assigned
Education Requirements	Bachelor's degree in accounting and/or finance from an accredited college/university strongly preferred
Skills / Experience / Requirements	<p>This position will require:</p> <ul style="list-style-type: none"> • Must have a minimum five years bank or related hands-on with the responsibilities outlined at a similarly structured financial institution. • Extensive knowledge of bank accounting principles and the ability to apply them • Experience in GL, Parent, Consolidated, & Investment accounting. • Experience in maintenance & reconciliation of g/l accounts for a bank • Knowledge of internal banking operations, bank procedures and regulations • Must have strong oral & written communication skills



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	<ul style="list-style-type: none">• Strong mathematical and analytical skills• Strong work ethic, attention to detail, self-motivated & ability to take initiative• Proficiency in Microsoft applications e.g. Word, Excel, Outlook• Excellent organization capability, time management and problem solving skills• Ability to prioritize work and handle multiple tasks• Experience in implementing budgeting software a plus.
Salary Range	Depending on education and experience. Position is eligible for Company benefits
Interested Applicants:	Submit a cover letter, resume to: Attn: Human Resources Native American Bank, NA 999 18 th Street, Suite 2460 Denver, CO 80202 Email: employment@nabna.com Fax: 720-962-9455
General	Equal opportunity employer within confines of Native American Preference Act. Must be comfortable working in a team environment. Must be willing to submit to a background check.