



Career Opportunity

Job Position		Staff Accountant	
Date Posted	April 19, 2016, job position open immediately		
Location	Downtown Corporate Office - Native American Bank, 999 18 th St, Ste 2460; Denver, CO 80202		
Reports To	Senior Vice President, Chief Financial Officer		
Description	<p>Native American Bank is a financial services institution providing a wide range of banking services to communities nationally. The position will assist 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. Responsible for performing analytical duties within the department by assisting in analyzing the Bank's financial statements and other related documents. Performs a variety of duties to achieve annual goals & objectives for self, team and bank related to business growth, profitability.</p>		
Description of Duties	<ul style="list-style-type: none"> • 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. • 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 accounting including processing, reconciliations and financial reports • Assist in Interest Rate Risk modeling and analysis. • Attend ALCO and Balance Sheet Strategy Committee meetings • Prepare reports for ALCO meetings • 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		
Skills / Experience /Requirements	<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 • Strong mathematical, analytical skills with financial analysis experience • 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 <u>cover letter</u> , <u>resume</u> , <u>salary requirements</u> to:	General	Equal opportunity employer within confines of Native American Preference Act.
All 3 items must be submitted to be considered.	Attn: Human Resources Officer Native American Bank, NA 999 18 th Street, Suite 2460 Denver, CO 80202 Email: employment@nabna.com Fax: 720-962-9455		
			Must be comfortable working in a team environment. Must be willing to submit to a detailed background check.