



Job Posting

Job Title: Finance & Data Analytics Assistant

Location: St Peter

Posting Date: April 23, 2024

Job Summary

This position supports the financial management and data analytics of the bank through maintenance of accounting records and reports. To ensure the segregation and accuracy of accounting data.

Primary Duties and Responsibilities

- Post journal entries, processes payments, verifies information, files, and assists in preparation of financial reports.
- Performs supporting administrative tasks including posting accounting entries and accounts payable processing.
- Performs account reconciliations, balances accounts, and balances financial statements, reviews accounts and reports for accuracy and proper account posting – includes fixed assets, prepaids and accruals, investments, and all correspondent bank accounts.
- Data analysis of customer and bank data and report preparation and data interpretation.
- Assists with preparation of Bank regulatory reporting to include Call Report and FRY reporting. Assist with document gathering for audits and exam requests.
- 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.
- Other tasks as assigned by manager.

Qualifications

Education/Experience

- Associate degree in an Accounting or Business-related field preferred.
- Previous related banking experience preferred.

Knowledge, Skills, and Abilities

- Computer skills necessary to operate software programs of the department.
- Strong numerical accuracy and problem-solving skills.
- Knowledgeable of the bank's retail products and policies 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.
- Experience working in a team environment
- Ability to communicate (orally and in writing)

First National Bank Minnesota is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, sexual preference or orientation, gender identity, national origin, disability, protected veteran status, and all other protected statuses.