POSITION OPENING
New Position

TITLE: Benefits and Accounting Specialist

REPORTS TO: Human Resources AVP

JOB SUMMARY:
The Benefits and Accounting Specialist is the main contact and administrator for Bankers’ Bank employee benefit programs including health, dental, vision, flexible spending account, and 401k plans. The Benefits and Accounting Specialist will be responsible for accounting duties to include reconciliations, benefit bill payment, GL and DDA postings, and payroll related reporting. This position will provide some administrative support to the Human Resources function.

SUCCESSFUL CANDIDATES MUST HAVE THE FOLLOWING:
- Regular and predictable attendance
- Ability to be discrete and maintain confidentiality
- Strong communication skills: verbal, written, and in person
- Strong interpersonal skills
- Professional demeanor
- Excellent customer service abilities
- Ability to prioritize tasks/job functions
- Must have ability to multitask
- Detail oriented
- Strong organizational skills
- Possess problem solving skills and resourcefulness
- Team Player
- Ability to understand and apply HR Law
- Aptitude for learning

REQUIRED SKILLS/ABILITIES/EXPERIENCE:
- Three years experience in Human Resources or two years in the area of Benefits administration
- Two years of Accounting education or accounting and reconciliation experience
- Computer/windows proficient, including Internet, Outlook, and Microsoft Suite
- Excellent Excel skills including formula and formatting knowledge
- Previous banking experience desired or will require completion of AIB Principles of Banking course required within one year of hire
- High school diploma or equivalent

SKILLS/ABILITIES DESIRED BUT NOT REQUIRED
- Human Resources experience in the area of Benefits administration
- Associate degree or higher
- Human Resources degree
- HRCI Certification (PHR, SPHR, GPHR) of SHRM Certification (SHRM-CP, SHRM-SCP)
• Previous banking or business knowledge (or required course completion as indicated above)
• Previous event planning experience
• Valid driver’s license