

# New Peoples Bank

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**Job Title:** Accounting Supervisor

**Status:** Non-Exempt

**Reports to:** Controller

**Summary:** This position is responsible for supervising the general ledger entry and reconciliation functions and completing various financial reports for the department. The employee also assists the Controller with various projects and other duties. Performance of these duties requires excellent organization, attention to detail, and management skills.

## **Required Knowledge, Skills and Abilities:**

- Knowledge of the general operations and procedures of New Peoples Bank.
- Knowledge of business English, spelling, and arithmetic.
- Knowledge of modern office practices and procedures.
- Knowledge of modern office equipment including copiers, personal computers, workstation terminals, calculators, facsimile machines, etc.
- Knowledge of computer software and operations to include Microsoft Office, Navigator, Director, and Viewpoint.
- Knowledge of bank operational accounting practices.
- Ability to make mathematical computations with speed and accuracy.
- Ability to understand and follow written and oral instructions.
- Ability to present ideas and information in a clear and concise manner, both orally and in writing.
- Ability to meet and deal tactfully and courteously with the staff and general public.
- Ability to establish and maintain effective working relationships with co-workers, contractors, the general public, customers, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
- Ability to maintain moderately complex files, records, and reports.
- Ability to apply analytical reasoning and problem-solving techniques.

## **Education and Experience:**

- Graduation from an accredited 2 year college, Associate degree in Accounting or related field are the minimum educational requirements. (A Bachelor degree is preferred), with 1-3 years of general accounting and management experience; or any equivalent combination of education, training, and experience which provides the required knowledge and abilities.

**Conditions of Employment:**

- For purposes of continuing professional development and customer-centric best practices must open a New Peoples Bank deposit account; must practice with all available online, mobile, electronic and traditional products and services; and must practice with all traditional customer account features.

**Essential Functions:**

- Supervise or prepare reconcilements of general ledger accounts on a monthly, or more frequent, basis for New Peoples Bank, NPB Financial Services, and New Peoples Bankshares.
- Reviews and approves daily and monthly general ledger entries and reconcilements completed by other Accounting Department personnel. Addresses discrepancies and ensures all corrective action has been properly implemented.
- Reviews daily statement of condition for outages and FMS non-post report then takes proper steps to correct items.
- Posts journal entries prepared by Accounting Department Personnel for such items as correspondent bank transactions, investment portfolio activity, prepaid and accrued expense activity.
- Performs accounts payable duties for NPB Insurance Services and New Peoples Bankshares to include getting appropriate approval, paying invoices and allocating and posting expenses to proper general ledger accounts.
- Reviews payments at end of year and provides information for the preparation of applicable tax forms for attorney fees and nonemployee compensation.
- Orders currency for branches from designated Federal Reserve Bank or designated third party after orders have been placed by tellers, through third party cash vault provider, and reviewed and approved by Teller Operations Manager.
- Prepares or assists in preparation and monitoring of various prepaid or accrued expense entries, such as payroll, vendor payables. This includes the preparation and periodic adjustment to recurring entries
- Prepares or reviews financial services commission payable report for Human Resources to be submitted with payroll.
- Prepares or reviews quarterly FR2900 report prepared and submitted to Federal Reserve Bank.
- Assists with accounts payable function, including serving as a back-up to the designated processor.
- Reviews monthly sales tax payable reports for accuracy and coordinates submission of payment to the applicable taxing authority.
- Assists and reviews monthly reports completed by Collections department to be included in the Board of Directors package.
- Copies and files invoices and related financial documents required for monthly reconciliation, paying invoices for NPB Financial Services and New Peoples Bankshares.

- Assists with general ledger processing and chart of account maintenance by processing or reviewing transactions or file maintenance.
- Provides hands-on training to Accountants and other department personnel.

**Related Duties and Responsibilities:**

- Assists the Controller with quarterly Call Report and developing reports in Viewpoint as requested.
- Assists internal and external auditors and provides all requested financial documentation.
- Serves as backup for currency ordering, accounts payable, wire verifications, and reviewing correspondent bank activity.
- Performs related duties and responsibilities as required and assigned.

**NOTE:** New Peoples Bank reserves the right to modify, interpret, or apply this job description, as it 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. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will”. The aforementioned job requirements may be changed to fulfill any obligation(s) to reasonably accommodate qualified individuals with disabilities.

***New Peoples Bank***  
***Summary of Physical, Sensory, and***  
***Environmental Requirements***  
***Needed to Perform Essential Job Duties***

**Job Title:** Accounting Supervisor

**A. Physical Requirements**

1. **Lifting:** Up to 20 pounds.
2. **Carrying:** Up to 20 pounds.
3. **Pushing/Pulling:** Up to 20 pounds.
4. **Use of Equipment:** Computers, telephones, calculators, and office equipment

**Explanation**

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		✓			
6. Standing		✓			
7. Walking		✓			
8. Bending			✓		
9. Stooping				✓	
10. Crawling				✓	
11. Climbing				✓	
12. Reaching Above Head			✓		
13. Grasping:					
a. One Hand		✓			
b. Both Hands			✓		
14. Fine Manipulating:					
a. One Hand				✓	
b. Two Hands				✓	

**B. Environment Requirements**

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed To Marked Changes In Temperature				✓	
2. Outside Work				✓	
3. Exposure to Dust, Fumes, Odors, Water, Etc.				✓	
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards				✓	
5. Normal (Inside) Environment	✓				

**C. Sensory Requirements**

				Explanation
1. Eyesight				
a. Normal/Corrected	✓	Necessary		Not Necessary
b. Close Eye Work		Necessary	✓	Not Necessary
c. Other		Necessary	✓	Not Necessary
2. Hearing				
a. Normal Tones	✓	Necessary		Not Necessary
b. Soft Tones		Necessary	✓	Not Necessary
c. Other		Necessary	✓	Not Necessary
3. Distinguish Smells			✓	Not Necessary
4. Distinguish Temperatures By:				
a. Touch		Necessary	✓	Not Necessary
b. Proximity		Necessary	✓	Not Necessary