

Job Title:	Financial Assistant	FLSA:	Non-Exempt
Division:	Banking	Revision Date:	8/24/2017

Position Purpose:

Work with confidential information and financial data. Process invoices through the Accounts Payable system. Administer Hy-Vee and PDI Investment Certificate program. Maintains records of Securities purchased and sold and Advances borrowed.

Essential Functions:

Investments and Borrowings:

- Maintains records for the bank investment portfolio, prepares investment security GL entries for purchases, sales, weekly accruals and interest received.
- Maintain FHLB advance schedule and prepare monthly interest and principal payments.

A/P and Other Assignments:

- Maintain the accounts payable system, including organizing vendors, keying payables, processing payments, and gathering 1099 information. Record IA sales tax and local option tax owed on invoices (consumer use tax) and remit IA sales tax monthly and local option and backup withholding tax quarterly.
- Complete accounting daily transactions on EPIC for insurance services, posting customer deposits, credit card payments and disbursements. Post all commissions on tracking worksheet and in EPIC software. Reconcile monthly direct bill commission statements.
- Reconcile with Hy-Vee accounting staff the investment savings account monthly and post PDI investment savings withdrawals daily and report balances to PDI accounting staff monthly.
- Update various worksheets for senior management for training, donations, public funds, etc. and reconcile assigned general ledger accounts.
- Complete various duties; serve as one of the bank administrators for all correspondent banks; order IFS supplies for operations and finance; create IRS 1099 replacement documents after year end as needed. Research unclaimed property and report annually to State Treasurer by November 1st.
- Create batch templates for expenses amortizing more than one month and post the batches over the months needed and reconcile prepaid general ledger items to the BankTel system monthly.

Secondary Duties and Responsibilities:

- Backup other finance department reconciliations as needed.
- Performs other job-related duties and special projects as required.

Knowledge, Skills, Abilities Required:

- General banking knowledge, computer hardware and software knowledge.
- ACH knowledge, general ledger and basic accounting knowledge.
- Telephone skills, good communication and public relations skills.

- Fast and accurate computer keyboard and calculator skills.
- Good attitude.

Education, Experience, and Other Requirements:

- High School diploma or equivalent.
- Banking and accounting experience.

Reporting Relations:

Accountable and Reports to: Vice President Controller

Supervisor Responsibilities: None

Working Conditions and Physical Requirements:

- The duties of this position are normally performed in a general office setting. This is a fast paced work environment.
- This position is classified sedentary/light and requires the ability to sit for long periods of time.
- There is frequent pressure to meet deadlines and handle multiple projects in a day.
- Visual requirements include: ability to see detail at near range with or without correction.
- Must be able to perform the following physical activities: sitting for long periods, talking (in person and by telephone), hearing and repetitive motions.

Travel:

Minimal

Equipment Used:

Invoices, correspondent bank tokens, ACH reports, daily statements from correspondent banks, Fedline reports, and various other computer printouts and spreadsheets. FHLB ECM, Excel, Word, FIS, Internet, and various other software programs. PC, printer, telephone, calculator, fax and copier.

Other Position Requirements:

Contacts: This position works with Midwest Heritage employees, customers, Hy-Vee employees, vendors and outside agents doing direct business with Midwest Heritage.

Confidentiality: This position has the responsibility to protect the privacy and confidentiality of customers, employees and bank/insurance/financial information at all times.

In the performance of their respective tasks and duties all employees are expected to:

- Follow all state and federal regulatory requirements and complete assigned training courses within the required timeframes.
- Perform quality work within deadlines.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Your signature indicates that you have reviewed this job description and understand all expectations. Please return a signed original to Human Resources for the employee file.

Employee Name (please print)

Signature of Employee

Date