



The National Bank of Indianapolis
Job Posting: Accounting Associate

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 330 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their coworkers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





THE NATIONAL
BANK OF INDIANAPOLIS

JOB POSTING

Position: Accounting Associate

Purpose of Position:

The incumbent is accountable for performing a variety of routine and recurring accounting functions in accordance with standard policies and procedures.

Essential Functions:

- ◆ Reconcile miscellaneous daily, weekly and monthly general ledger accounts as assigned
- ◆ Enter accounting entries into the system
- ◆ Enter invoices and expense reports into accounts payable system
- ◆ Update daily rate sheets
- ◆ Process interest checks, including updating the check register, preparing tickets, and mailing the checks
- ◆ Verify balances on month-end reconciliations
- ◆ Perform quality control on scanned documents
- ◆ Scan various month-end documents
- ◆ Assist with filing of annual unclaimed property
- ◆ Update various spreadsheets using Excel
- ◆ Sort and distribute mail (internal and external)
- ◆ Perform general administrative duties as assigned

Requirements:

- ◆ Four-year degree accounting preferred, OR two-year accounting degree with two years of current accounting experience (preferably with an accounts payable emphasis; banking industry experience a plus)
- ◆ Excellent customer service skills
- ◆ High degree of accuracy and attention to detail
- ◆ Proven analytical and problem solving skills
- ◆ Ability to interpret and analyze data
- ◆ Strong computer proficiency; detailed understanding of Microsoft Office products and similar applications
- ◆ Proven verbal and written communication skills

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