



Cashmere Valley Bank

## Account **Reconciliation Specialist**

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**Location:** Cashmere, WA

Department: Finance

FLSA Status: Non-Exempt

Grade/Level: \$21.54 - \$32.66

Work Schedule:

Available to work Monday through Friday from 8:00 am to

5:00 pm with overtime as necessary.

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Job Status: Full Time

Reports To: VP/Controller

Amount of Travel Required: Occasional

Positions Supervised: None

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### POSITION SUMMARY

Provides a wide variety of accounting duties assisting in daily operations and financial reporting.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Conduct complex bank and general ledger account reconciliations.
- Research variances and resolve reconciliation issues.
- Assist in review of general ledger certification program.
- Input general ledger entries.
- Review system reports and prepare summary activity reports and analysis.
- Assist in audits and exams.
- Assist in preparation of payroll tax filings.
- Assist in processing securities transactions and other reoccurring finance transactions.
- Regular attendance is essential.
- Adhere to all policies, procedures and regulatory compliance requirements for Cashmere Valley Bank. Regular attendance is essential.
- Model and uphold the Mission Statement of Cashmere Valley Bank.
- Other duties as assigned. Job descriptions and duties may be modified if deemed necessary by management.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Confidentiality - Keep all customer financial information strictly confidential.
- Customer Service - Ability to demonstrate continuous quality customer service to internal and external customers.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Multi-task - Ability to prioritize, manage and perform multiple tasks as warranted.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Professionalism - Practice a high degree of professionalism with a positive attitude.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.

- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Team Player - Contribute to an overall team effort by being an effective team player.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Training - Successful completion of all in-house and off-site training as required.

## SKILLS & ABILITIES

Education:	High School Graduate or General Education Degree (GED): Required
Experience:	None
Computer Skills:	Strong proficiency in computer operations, such as Word and Excel, with a willingness to expand skills.
Certifications & Licenses:	None
Other Requirements:	Strong understanding of accounting concepts, math proficiency and problem solving skills.

## PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	N
Reach Outward	F	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	O		
Crawl	O	Push/Pull	
Squat or Kneel	O	12 lbs or less	O
Bend	O	13-25 lbs	O
Grasp	F	26-40 lbs	N
Speak	F	41-100 lbs	N

## Other Physical Requirements

- Vision (Near, Distance)

## WORK ENVIRONMENT

Cashmere Valley Bank's work environment is generally considered low risk in environmental conditions such as extreme noise, heat, cold or atmospheric exposures. The possibility for personal injury is low.

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Prepared by:	<u>HR Department</u>	Date:	<u>5/9/2025</u>
Employee Signature:	_____	Date:	_____
Supervisor/ Manager Signature:	_____	Date:	_____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.