



## **Finance Specialist**

### **Job Brief**

At ClearPoint Federal Bank & Trust (ClearPoint), you are given the opportunity to do meaningful work aligned with your strengths, in an environment where you have a voice, are encouraged to collaborate with others, and ultimately have the choice to create your own career path. The Finance Specialist will serve as a team member within the Finance Group providing support for various accounting functions and assist with related operations tasks. The key focus of this role will be to complete daily and monthly reconciliations to meet ClearPoint deliverables. Additionally, this position will provide operations support for fee processing.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Daily and monthly balancing of cash accounts
- Monthly reconciliations
- Assist with regulatory reporting
- Process accounts payable and expense reimbursements
- Assist with annual fiduciary tax filings
- Assist with annual company audits, working directly with audit firm on scheduling and execution plan and completing ClearPoint deliverables
- Provide operations support for fee processing and setups
- Assist in development of unclaimed property compliance program on state-by-state basis
- Administer vendor management program to ensure compliance with established policies
- Work independently to complete assigned tasks on a timely basis with minimal errors
- Contribute to the team's performance by addressing barriers and generating alternative solutions to meet or exceed team goals
- Consistently maintain a positive attitude and demonstrate positive behavior
- Must identify and implement process improvements for position

### **MINIMUM REQUIREMENTS**

- Strong attention to detail and accuracy
- Bachelor's degree in Business, Finance or related field, or similar work experience required.
- Knowledge of general accounting related concepts and processes a plus
- Tax preparation a plus
- Self-directed and results oriented with effective problem-solving skills
- Excellent written and oral communications skills
- Demonstrated knowledge and ability to use Microsoft Products
- Ability to take on additional responsibilities as needed
- Willingness to work additional time as required for projects and job tasks