

## Accountant – Pewaukee Office

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### **Job Description**

We have an opening for a full time Accountant in our Pewaukee office location. Three years of general accounting experience and a working knowledge of financial statements are strongly preferred, along with banking industry experience. Top candidates will also have a 2 or 4 year college degree in Accounting. General knowledge of Microsoft Word and Excel is required. An individual that is analytical, detail oriented, able to prioritize work assignments to meet deadlines, and is able to multi-task when necessary is strongly desired. Qualified candidates will have a proven ability to work both independently and as part of a collaborative, team environment. If you are looking for an exciting new opportunity, come join the Westbury Bank team in Pewaukee.

### **Job Responsibilities**

- Assist in preparing monthly balance sheet, income statement and changes in financial position/budget variance report.
- Enter and approve wire transfers for customers and bank to bank transactions.
- Maintain and reconcile fixed asset system.
- Assess internal controls, including risk assessments and review risk areas.
- Balance bank reconciliations, including any check adjustments and variance follow-up.
- Prepare entries in and reconcile general ledger accounts.
- Assist with internal and external audits.
- Assist in performing accounts payable transactions.
- Provide back-up for the Assistant Controller as well as other staff members in the Accounting Department.
- Responsible for other tasks and analyses as required by the Assistant Controller or CFO.

### **Employee Benefits**

Westbury Bank offers a comprehensive and high-quality benefits package to support you throughout your career.

Our offerings include:

- Medical, Dental, & Vision Insurance
- Life Insurance
- Short & Long Term Disability Insurance
- Paid Time Off
- Paid Holidays
- HSA contribution match
- 401(k) with competitive company match

### **Job Location**

Pewaukee

### **Position Type**

Full Time

To be considered for this exciting opportunity, click [Here](#) to complete an online application.

Email resumes to Human Resources: [careers@westburybankwi.com](mailto:careers@westburybankwi.com)

Westbury Bank is An Equal Opportunity Employer/Minority/Female/Disabled/Veteran