

Accounting Assistant – Pewaukee Office

Job Description

We have an opening for a full time Accounting Assistant in our Pewaukee office location. Two years of general accounting experience and knowledge of the banking industry are preferred. Top candidates will also have an associate's degree in accounting or finance. General knowledge of Microsoft Word and Excel is required. We are seeking an individual that is analytical, detail oriented, able to prioritize work assignments to meet deadlines, and can multi-task when necessary. 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

- Process wire transfers: prepare, verify, and approve wires; ensure appropriate approvals and documentation.
- Manage accounts payable: receive, code, verify, and process vendor invoices; schedule and execute payments; resolve discrepancies with vendors.
- Balance general ledger: post journal entries, reconcile GL accounts, investigate reconciling items, and support month-end and year-end close activities.
- Assist and support branch employees in a wide variety of branch work.
- Other duties as assigned

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
- Paid Time Off
- Paid Holidays
- Company paid Life & Disability Insurance
- 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

Westbury Bank is An Equal Opportunity Employer - Disabled/Veteran