



CAREER OPPORTUNITY

Job Title: ACCOUNTS PAYABLE/ ACCOUNTING CLERK

FLSA Status: NON_EXEMPT

Reports To: SVP Chief Financial Officer

Location: West Covina Ca

ABOUT Universal Bank

Universal Bank is a premier company in West Covina CA, that has remained dedicated to the commitment of serving our local communities. We provide customized customer service by offering a full array of deposit and loan products.

Our corporate office is in West Covina CA. with five branches serving LA County in West Covina, Monterey Park, Rosemead, Eagle Rock and Arcadia. Our cultivated team is an extremely knowledgeable banking professional.

Position Summary

Perform a variety of routine and some non-routine accounting functions in accordance with standard procedures in one or more of the following areas: accounts payable, accounts receivable, general accounting, posting and balancing information to general ledger.

General Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Process Accounts Payable including coding, verifying, obtaining the proper approvals and inputting to the Accounts Payable system.
- Sorts and distributes mail for Finance/Accounting daily.
- Files reports, checks and accounts payable invoices, etc.
- Prepare cash receipts for incoming checks received.
- Verify Accounts Payable system to check vendors no longer are active, based on information received by security.
- Order supplies for the department.
- Prepare, run, and maintain the Bank's Fixed Asset and Prepaids program.
- Maintain accounting records for accrued accounts. Prepare accrual reports monthly.
- Prepare Bank certain Bank reconciliations. See listing in accounting/finance department.
- Prepare annual 1099 miscellaneous report due annually on January 31 and send to all vendors.
- Prepare and submit the DE542 Independent Contractor Reporting.
- Work with Bankwide wire transfers.
- Maintain current knowledge of applicable Federal regulations, including Bank Secrecy Act and Know Your Customer principles.
- Adhere to compliance and Bank policies and procedures in accordance with Universal Bank or regulatory standards.
- Perform other duties and/or assignments as needed by department.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school graduate. College degree is a plus.
- Three years Accounts Payable experience desirable.
- Strong organizational, communication and team work skills.
- Ability to consistently meet deadlines.
- Computer skills required including Microsoft applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk and sit.
- The employee must occasionally lift and/or move up to 10 pounds.
- No specific vision abilities required by this job.
- Noise level in the work environment is usually moderate

Universal Bank is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.

You may or may not receive a response to your inquiry by email, mail or fax depending on the number of job openings, volume of inquiries, and your qualifications.