



## CAREER OPPORTUNITY

**Title:** Senior Accountant

**Location:** Peabody

**Dept:** Accounting

**Schedule:** M-F, 40 hours

**Summary:** Serve customers extraordinarily and introduce new and potential customers to our deposit and loan products and services, while closely following bank policies and procedures as well as banking laws and regulations. Responsible for assisting the Controller in the accounting and daily processing performed by the finance department and participating in ad-hoc projects undertaken by the department. Includes G/L account recons, review of pre-paid and accrued expenses, cost allocation provisions, maintaining purchase/lease documentation, tracking net book value in the fixed assets system, timely payment of all associated taxes and fees and all other responsibilities related to accounting for fixed assets. Also includes reviewing the monthly processing of fixed assets in the fixed asset system, ensuring appropriate accounting treatment for each asset, assisting in the processing of the Banks' accounts payable and wire transfer functions and providing back-up assistance to the accounting department staff.

**Requirements:** Bachelor's degree required, preferably with accounting concentration. At least three years of directly related experience. Knowledge of information systems, with specific knowledge of financial software and common office applications. Specialized training or experience in financial reporting, bank operations, budgeting, accounting, or auditing. Additional on the job training as required.

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East Boston Savings Bank is proud to be an Equal Opportunity/Affirmative Action Employer - AA/EOE/M/F/D/V and we value the strength that diversity creates.

Requisition: 2012-03  
1/10/2012

