



<b>Job Title:</b>	Accounting Associate	<b>Department/Group:</b>	Accounting
<b>Location:</b>	Main office – 106 S. Division St., Salisbury, MD	<b>Supervisor:</b>	
<b>Position Type:</b>	Full-time	<b>Contact:</b>	Rich Ashley
<b>Will Train Applicant(s):</b>			<a href="mailto:rashley@firstshorefederal.com">rashley@firstshorefederal.com</a>

**Job Description**

**ROLE AND RESPONSIBILITIES**

Ensure that the accounting system properly reflects the financial position of First Shore Federal.

Responsibilities may include:

- Maintain accuracy of the general ledger, and bank accounts.
- Prepare reconciliations.
- Updating written procedures.
- Review & assist with ACH, internal transfers, holds, returned items, death notices, wires, etc.
- Perform day to day financial transactions, including verifying, classifying, and reconciling account data.
- Identify and investigate discrepancies.
- Understand general ledger accounts and centers.
- All other duties / projects as assigned.
- Information Security Responsibilities

Employees shall know, understand, and be held accountable for fulfilling their security responsibilities as defined in the Information Security Policy as well as other First Shore Federal policies. Information Security is the responsibility of everyone at First Shore Federal. Employees are responsible for informing the IT Department of any incident, suspected or material, and of any issues hindering their work function. Employees are responsible for exercising good judgement regarding the reasonableness of personal use of First Shore Federal owned network device. Employees have an obligation to use their internet access in a responsible and informed way. Employees are responsible for the security of their credentials for any and all applications used by First Shore Federal. Employees are responsible for participating in any and all education and training programs initiated by First Shore Federal.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Two-year degree in accounting or equivalent experience

**PREFERRED SKILLS**

High degree of accuracy and attention to detail, good time management, effective verbal and written communication skills, proficiency in Microsoft Excel, understanding of basic bookkeeping and accounting principles.

**ADDITIONAL NOTES**

Knowledge of banking products and services is a plus.