



## **Accounting & Reporting Manager**

Paygrade: \$90,000 - \$115,000

Locations: Newport Beach, CA

**Who We Are:** Genesis Bank is a California-chartered commercial bank organized by a group of highly experienced successful bankers and business professionals.

**Why Genesis Bank?** At Genesis Bank, you will have an opportunity to make an impact and play a key role in developing and delivering on the Bank's empowering mission of providing innovative and solution-oriented products and services to its clients, all while uplifting the communities the Bank serves and beyond. Our comprehensive health, dental, and vision benefits for eligible employees are available on your first day, 401k matching, flexible time off, competitive salary, gym access, paid federal holidays, and located in beautiful Newport Beach across from John Wayne Airport.

**Duties and Responsibilities:** The Accounting & Reporting Manager is responsible for the oversight of financial reporting, loan accounting, CECL model maintenance and analysis, and daily accounting operations in compliance with GAAP and applicable banking regulations. This role is responsible for the preparation and analysis of financial statements, supports regulatory reporting, and prepares/reviews journal entries/general ledger reconciliations. Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations. Assures satisfactory internal and external audit and exam results.

### CECL and Loan Accounting

- Responsible for the management and maintenance of the CECL model and all related calculations, reports, and documentation of model run results for internal/external stakeholders.
- Monitor and track the portfolio evolution and the allowance for credit losses (ACL), assessing the impact of the macro-economic forecast and portfolio's composition and credit quality, performing variance analysis to identify the drivers behind the main changes in reserves the portfolio attracts period over period.
- Serves as a member of the CECL committee by providing process improvement recommendations, identifying issues and potential options for resolution.
- Performs review and reconciliation of loan system balances to the general ledger, including researching variances by partnering with Loan Operations and Credit Administration to resolve.

### Financial Reporting & Accounting Operations

- Responsible for the preparation of accurate monthly/quarterly/annual financial statements and board reports in accordance with GAAP, banking regulations, and internal controls.
- Assist in monthly analyses of financial information, budget variances and other financial schedules to produce monthly reports, which include key metrics, financial results, and variance reporting.
- Assist with the preparation of quarterly regulatory report schedules along with supporting workpapers.
- Communicate with external/internal auditors regarding accounting and financial reporting matters.
- Lead efforts to design accounting and reporting requirements for new transactions, events, updates to accounting/regulatory guidance; make recommendations in accordance with technical guidance and knowledge of industry's best practices.
- Prepare daily and monthly adjusting and recurring journal entries related to payroll, stock compensation, investment securities, leases, interest, accruals, deferred revenues, cash accounts, fixed assets, and prepaid expenses.

- Prepare daily and monthly reconciliations on various general ledger accounts including roll forward schedules (i.e., correspondent bank accounts, asset/liability general ledger accounts and bank control accounts).
- Support monthly/quarterly/annual close processes.
- Provide direct support on ad-hoc/special projects.

Supervisory responsibilities vary between one to two team members.

#### **Qualifications & Expectations**

- College degree with an emphasis in Accounting, Finance, Economics, or related discipline required; CPA preferred.
- Five plus years of progressive accounting and financial reporting experience; preferred banking experience
- Understands the interface between loan/deposit core system to general ledger.
- Comprehensive understanding of general banking compliance regulations and laws.
- Comprehensive understanding of general banking accounting activities, products, and services.
- Excellent verbal and written communication skills, effective listening skills, organizational skills, and attention to detail.
- Proficient with Microsoft Office Suite; intermediate to advance MS Excel.
- Supervisory experience.
- Computer skills include Microsoft Teams 365, Excel, Outlook, and Word.
- Ability to interact with all levels of management and team members.

We offer a highly desirable work environment with committed banking professionals who value teamwork and collaboration.

#### **INSTRUCTIONS FOR APPLICANTS**

Thank you for your interest in working with Genesis Bank! If you would like to apply for this position, please email [kwiesinger@mygenesishbank.com](mailto:kwiesinger@mygenesishbank.com) a copy of your resume and the days and times you would regularly be available to work. Please note that typical business hours are Monday through Friday, between 8:00 a.m. and 6:00 p.m., and occasional weekend and/or evening hours may be required for business development events.

#### **EQUAL OPPORTUNITY EMPLOYMENT**

Genesis Bank is an Equal Opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religious creed, color, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship status, military and veteran status, marital status, age, protected medical condition, genetic information, physical disability, mental disability, or any other protected status in accordance with all applicable federal, state and local laws. All offers for employment with Genesis Bank are contingent upon the candidate having successfully completed a criminal background check. Genesis Bank will consider qualified candidates consistent with the requirements of applicable local, state and Federal law, including Section 19 of the Federal Deposit Insurance Act.