



POSITION OPENING

Position: Staff Accountant II

Location: In-Office Fresno, CA

Areas of Responsibility:

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. The Staff Accountant II will report directly to the Managing Director of Business Analysis & Forecasting and will prepare financial related reports and communications, manage internal control documentation, complete financial model validations, financial reporting and analysis, budget monitoring and work on special projects related to the Fiscal Department.

Essential Responsibilities:

Committee Support

- Prepares recurring reports for the Asset Liability Management Committee (ALCO).
- Prepares presentations in support of board meetings, monthly/quarterly senior leadership meetings and various strategic committees of the Association.
- Maintains an effective planning and analysis capability that provides senior leadership with appropriate analytical tools to establish goals and measure performance of the Association.

Financial Reporting

- Assists in the preparation of monthly financial statements.
- Drafts quarterly financial statements with footnotes.
- Assists in writing Annual Report which includes disclosures and footnotes.
- Analyzes financial data and trends to provide insights for decision-making.

Internal Controls

- Maintains flowcharts identifying key processes and related controls, identifies issues, and works with process owners to resolve the issues.

Budget Monitoring

- Drafts written reports, graphs, and presentation materials to communicate Association financial and operational performance trends, historical and forecasted.
- Creates standard monthly budget reports.



Allowance for Loan Loss

- Prepares supporting schedules for the Allowance for Loan Loss report including analyzing relevant loan data and risk factors
- Works with intra-department team to calculate the quarterly Allowance for Loan Loss estimate.

Patronage

- Prepares the patronage and accrual calculation.
- Identifies which loans are eligible for patronage.
- Prepares patronage related material used by the Board to approve patronage.
- Calculates the payment for each loan and works with Marketing for materials to include in the patronage check.
- Works with Director, Business Information to ensure accuracy of database used to generate patronage checks and letters.
- Coordinates and oversees printing, collating, and mailing of patronage packets.

Projects

- Develops financial models and analyses to support strategic initiatives.
- Supports senior leadership team and departments heads with in-depth analysis.

Taxes

- Drafts the yearend tax accrual, deferred taxes, and permanent and temporary book to tax differences.
- Performs the initial review of the annual tax return line by line and communicates any errors.
- Calculates estimated taxes each quarter for approval.

Backup

- Serves as back up to Staff Accountant in completing accounts payable, accounts receivable, general ledger entries, and monthly reporting and reconciliations.
- Serves as backup for Director of Financial Reporting and assists with reporting duties.
- Serves as backup for Director of Business Analysis & Forecasting and assists with reporting duties.

Data Security

- Appropriately protects the confidentiality, security, and integrity of the Association's systems and data and clients' data

Knowledge, Skills, and Abilities:

- Working knowledge of accounting, financial reporting, and financial analysis.
- Working knowledge of Word, Excel, PowerPoint, and Outlook sufficient to create, update, and





save a variety of documents.

- Working knowledge of Generally Accepted Accounting Principles (GAAP) and Sarbanes-Oxley (SOX).
- Skill in performing complex financial analysis, creating business reporting designed to facilitate timely decisions.
- Skill in processing complex, detailed forms, and documents in an accurate and thorough manner.
- Skill at working independently.
- Skill in utilizing time in an efficient and effective manner, setting priorities to reflect the importance of job responsibilities.
- Skill in performing complex financial analysis, creating business reporting designed to facilitate timely decisions
- Skill in applying processes and procedures to factual data to make a logical decision.
- Skill in gathering, compiling, and organizing information.

Minimum Qualifications:

- 3-5 years of experience in auditing, accounting, public accounting or related experience or an equivalent combination of education and experience sufficient to perform the essential functions of the job.
- Bachelor's degree in accounting, finance, or related field

Physical Requirements:

- Positions in this class typically require keying, talking, hearing, seeing, and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.
- The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer screen; and/or extensive reading.

Certifications:

- CPA preferred

Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.



ABOUT US

Established in 1917, Fresno Madera Farm Credit, headquartered in Fresno, provides quality credit and financial services in California's Central Valley. Our mission is to provide access to credit and related services to farmers and ranchers in our region. As an efficient organization, FMFC delivers quality service with people that are passionate about creating the best possible customer experience for the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team-driven, performance-focused culture, with a strong focus on customer service, and fulfilling our mission to agriculture.

Salary: DOE

Minimum - \$75,000 Maximum - \$105,000

Visit www.fmfarmcredit.com for more information about the California Consumer Privacy Act.

Submit resume for review by email to HRDept@fmfarmcredit.com.

