



SENIOR ACCOUNTANT II (SUPERVISOR)

FUNCTION: The primary function of the Senior Accountant II is to assist in maintaining the accounting of the trusts for which Commonwealth Trust Company serves as trustee. This role will supervise, train and mentor a team of Staff and Senior Accountants. More complex / higher level accountings will be assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES (*including, but not limited to*):

- Lead team of Senior, Staff/Staff II accountants (2-4 direct reports)
 - Train new hires and provide ongoing training for team or other accounting staff
 - Oversee team, including workload/book of business assigned to team members
 - Ensure staff are following CTC procedures and policies for accounting preparations and other assigned duties
 - Mentor team members in areas of career development and coach on CTC core values
 - Provide ongoing performance feedback and support to direct reports through weekly one on ones, monthly check-ins and annual performance reviews
- Review Trust Accountings for assigned book of business; Provide review notes and feedback to Staff or Senior Accountants
- Prepare complex or high priority monthly, quarterly & annual trust accountings for assigned book of business, including foreign currency, options, multiple brokerage accounts
- Post BAA – Corporate Exchanges – daily, research and circulate information to department
- Review weekly postings of trust sales/deposits/withdrawals
- Review monthly, quarterly, and annual distributions calculations
- Review Notes Payable and Receivable
- Review Event Memos
- Perform Annual Review for Accountings
- Review all Accounting tasks for Trust Closings
- Serve as back-up for / fill in for Accounting Manager as needed

CORE COMPETENCIES:

- Organization
- Attention to Detail
- Problem Solving
- Professional Communication
- Leadership: Feedback, Training, Mentoring
- Accounting Technology

EDUCATIONAL BACKGROUND & EXPERIENCE REQUIRED:

- Must have a bachelor's degree in accounting
- Must have advanced knowledge of Microsoft Excel
- More than 6 years prior experience in Accounting or Audit required; 7+ years strongly preferred

- CPA strongly preferred
- More than 4 years of Public Accounting experience strongly preferred
- Past experience with Trust Accounting and related software preferred
- Prior Supervisory/Leadership experience (Training, Coaching, Mentoring, and Reviewing the work of others) required

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.