

For 100 years, **Amalgamated Bank of Chicago** has fostered deep ties to our customers and our community, serving the banking needs of countless businesses, organizations, institutions, and individuals, many for multiple generations. These relationships are based on profound trust, in-depth understanding and highly personal and responsive service provided by our experienced bankers.

We take tremendous pride in being a great place to work! We value the contributions our employees bring to the table every day. We work hard to nurture and maintain a mutually respectful, diverse culture that fosters teamwork and a commitment to exceptional customer service.

Amalgamated Bank of Chicago is hiring a **Senior Accounting Assistant**. This position is responsible for the review, processing and filing of various accounting transaction documents with particular emphasis on accounts payable activities.

RESPONSIBILITIES:

- Performs variety of financial duties within the accounts payable function including, but not limited to, documentation review for adequacy of submission and accuracy in calculation (including expense reports); expense classification, verification, and approval; data entry; balancing; preparation of checks; and accurate filing of documentation.
- Completes analysis of various general ledger accounts and/or expenses.
- Research and compiles data for preparation of various reports.
- Provides support activities for the Board of Directors and various Labor Council memberships through the preparation and distribution of monthly compensation letters, processing of monthly fees, and assistance with corresponding year-end tax reporting.
- Completes document scanning and indexing of vendor-related original documents to ensure electronic document storage.
- Prepares quarterly review of general ledger balancing, ensuring all accounts are reconciled, approved, and include all supporting documentation.
- Computes monthly analysis charge for messenger services.
- Acts as primary backup for senior accounting assistant (general ledger).
- Prepares weekly OFAC vendor compliance reporting.
- Provides administrative support with the preparation and mailing distribution of the FDIC regulatory call report and corresponding notification letters to recipients on a quarterly basis.
- Generates and submits daily attendance worksheet.
- Assists in preparation of quarterly State of Illinois Sales & Use tax payments as well as monthly City of Chicago 7550 Property Lease tax payments along with preparation of expense vouchers & supportive spreadsheets for Supervisory review.
- Handles general accounting functions and special assignments as directed.
- Performs other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- High School Diploma
- College-level accounting classes (preferred)
- Three (3) years of business experience which demonstrates knowledge of basic accounting practices and procedures (required)
- Banking experience (preferred)
- Must work in office five (5) days a week.

BENEFITS:

- Competitive compensation package
- Full health insurance (medical, dental and vision),
- 401(k)
- Life insurance
- Education Assistance
- Paid Vacation Days
- Employee Assistance Program
- Open-door work environment
- Opportunities for advancement
- Community Service Opportunities

We are an equal opportunity employer and value diversity, equity, and inclusion at our company. We do not discriminate based on any protected category. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.