



STAFF ACCOUNTANT

Department: Accounting/Finance

Reports to: Tracey Thesmar, First Vice President, Controller

Paragon Bank has expanded from a small local community bank in Memphis, TN to a regional community bank now located in four states, TN, MS, GA, and NC with just over 100 employees. We are actively engaged in our community, enjoy a strong sense of teamwork, and have been recognized as an outstanding place to work, multiple years in a row.

SUMMARY

The Staff Accountant is responsible for supporting the Bank's accounting operations, ensuring accurate financial reporting, maintaining compliance with regulatory requirements, and assisting with month-end and year-end close processes. This role plays a key part in safeguarding the Bank's financial integrity and supporting daily accounting functions.

PRIMARY RESPONSIBILITIES

- Reconcile balance sheet accounts (daily and monthly), while ensuring that items are cleared in a timely manner
- Prepare daily and monthly journal entries
- Perform month-end expense analysis, loan fee and charge-off reports
- Assist with month-end, quarter-end, and year-end closing activities
- Preparation of Daily Statement and internal management reports
- Assist with regulatory and audit requests (FRB, State, internal/external auditors)
- Prepare monthly regulatory reports
- Assist with coding and processing accounts payable
- Maintain accurate documentation and accounting records
- Participate in process improvements and internal control enhancements

REQUIRED KNOWLEDGE AND SKILLS

- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- High attention to detail and accuracy
- Must be proactive and forward thinking to ensure ongoing customer satisfaction
- Must be able to implement new processes and enhance current processes to improve overall efficiency and workflows
- Strong organizational and time-management skills
- Ability to handle confidential financial information with discretion
- Excellent written and verbal skills

REQUIRED EXPERIENCE

- Must have 5+ years of experience with general ledger accounting and reconciliations
- Must have 5+ years of accounting experience with a banking or financial institution
- Must have 5+ years using core banking systems
- 3+ years of experience using Office (Word, Excel, Outlook)
- 5+ years of experience using accounting software

REQUIRED EDUCATION

Bachelor's degree in Finance, Business, Accounting, or related field