

We currently have a Full-Time Bookkeeping position available at our operations center in Sidney, Nebraska.

Points West Bank in Sidney NE has an opening in their operations department for a bookkeeper. Responsibilities include but are not limited to: customer service, daily accounting tasks such as reconciliations, wire transfers, accounts payable, and general ledger entries. Knowledge of Excel and other PC skills. Accuracy, attention to detail, a high level of confidentiality, and being a team player a must. Prior banking or bookkeeping experience is preferred. Points West Community Bank is an Affirmative Action and Equal Opportunity Employer. We offer highly competitive benefit packages and salary will be commensurate with experience and qualifications

### **Bookkeeper Job Description**

This person will uphold a tradition of honesty and integrity as you assist bank personnel at our multiple locations. We are looking for a dynamic, self-motivated individual who is a team player. This position will include, but not be limited to general accounting, reconciliations, wire transfers, accounts payable, and general ledger entries.

### **Minimum Qualifications**

We are looking for an individual with excellent communication, interpersonal, and problem-solving skills. Demonstrates attention to detail, and organizational skills and can manage multiple tasks. Has the ability to listen, follow directions, and identify the needs of others. High School Diploma or greater with banking, and bookkeeping experience preferred.

### **Technical Skills**

Windows-based software including Excel, Word, Outlook and bank software. Additional equipment utilized includes: a telephone, fax, scanner, copier, and 10 key calculator.

### **Benefit Package**

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### **Contact Information**

Interested candidates please click Apply below, or pick up an employment application at any Points West Bank branch.