



FPS GOLD Accounting-Banking Specialist

Do you have a sound understanding of financial accounting principles and practices? Do you possess excellent writing capabilities and computer skills? Are you cheerful, diligent, a quick learner, and enjoy helping people? Would you like to apply and expand your accounting-banking knowledge while working with financial industry professionals? If so, please read on and consider this outstanding employment opportunity at FPS GOLD!

FPS GOLD is currently seeking applicants for an Accounting-Banking Specialist to work in our Provo, UT office. The position is *intermediate/advanced entry level, full time, and salaried with benefits.*

About the Company: DHI Computing Service, Inc. (parent company of FPS GOLD) was founded in Logan, Utah in 1954 and is the oldest data processing service center in the intermountain west. In 1955 the company relocated to Provo, Utah, where processing has continued 24 hours a day, 7 days a week.

FPS GOLD (started in 1964) is the banking software and services division of DHI, providing core processing for community banks throughout the United States of America (USA). A core processor provides a financial institution (FI) with everything needed to run their business:

- Accounting, deposit, loan, teller, and e-banking software
- Automated Clearing House, check, and electronic card transaction capabilities
- Data processing, nightly reporting, and information for regulatory reporting

About the Position: Accounting-Banking Specialists (ABSs) become experts in the following areas:

- General Ledger, Accounts Payable, Fixed Assets, and Payroll systems
- Mapping computerized teller transactions to the G/L, including loan origination entries
- Deposit, Loan, and eBanking systems
- Assisting with external bank account, card processing, and deposit/loan reconciliations
- Troubleshooting software and balancing challenges relating to all areas of the system
- Designing, testing, and documenting programming changes to financial application software
- Year-end 1099-MISC and W-2 tax form reporting

ABSs typically provide client service support and training to the following banking professionals: Chief Financial Officers, controllers, accounting managers/clerks, and deposit/loan/teller operations personnel. Interactions with FI staff occur via phone, email, webinar, face-to-face onsite visits, and conference class preparation/attendance.

ABSs are grouped in an FPS GOLD Client Service Team with their deposit, loan, and e-banking counterparts where they develop synergy and strive to merit customer loyalty through consistent caring service to clients.

In addition to serving current customers, ABSs also assist FIs that are converting to the FPS GOLD system. A conversion is a detailed transition process where a FI prepares to use FPS GOLD as their core processor and discontinues ties with a previous one. ABSs provide direction, guidance, and work closely with the accounting department and other specialists of the converting FI to prepare for successful use of the FPS GOLD system. Conversions can take from 3 months to 2 years to complete and require diligent effort and careful coordination between accounting, deposit, loan, and e-banking teams of the FI and FPS GOLD.

Requirements for the Position: We are looking for an individual who:

- Is qualified to work in the United States of America
- Has not been convicted of a felony or other serious crime
- Has a 4-year degree in Accounting, Finance, or Business Management
- Has a sound understanding of financial accounting principles and practices
- Possesses excellent writing and personal computer skills (Windows, spreadsheet and word processing)
- Has accumulated approximately 5 years of general work experience (not necessarily in accounting)
- Can travel by road and air within the USA approximately 30 days spread throughout the year
- Is willing to work approximately 1 to 6 Saturdays and/or Sundays spread throughout the year
- Is willing to work more than 40 hours per week to complete assignments (Office hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday)
- Is willing to provide a 3-year work commitment to the organization
- Is strictly honest, ethical and professional in their conduct
- Knows how to anticipate, prepare, and deliver outstanding service
- Can prioritize projects and manage multiple tasks simultaneously
- Has a strong desire to help learners acquire what they need to know to be successful
- Is a keen listener and capable communicator
- Can learn computer applications rapidly and then teach others
- Can train individuals/groups in person and over the phone
- Can mentally concentrate for extended periods and think through problems with little to no supervision
- Is willing to say, "I do not know" but will investigate until a solution is achieved
- Can get along and work with many types of people

Company Benefits: DHI Computing Service, Inc. offers the following benefits to full time employees:

- Health, dental, and vision insurance plans
- Company contribution to a Health Savings Account
- 401(k) plan with company matching contributions
- Year-end profit sharing contribution to the 401(k) plan
- Seven paid holidays per year
- Vacation and sick accrual time
- Two hours of paid exercise time per week
- Racquetball, exercise room, massages, and access to a personal trainer

Experience Gained from the Position: ABSs that serve diligently will attain:

- Thorough familiarity of accounting, deposit, loan, teller, and e-banking operations within a FI
- Detailed accounting knowledge and reporting for loan and deposit financial instruments
- Excellent computerized research and reconciliation skills for all aspects of FI operations
- Extensive experience with accounting/financial software design, testing, documentation, and implementation

Those individuals interested and qualified for the position should provide a formal *cover letter*, *resume*, *employment history with pay information*, and *current salary requirements* by e-mail to:

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