

Career Opportunity

PromiseOne Bank is a community bank that would serve our community and its diverse population. As a community oriented commercial bank, we offer small business, commercial loans, mortgage loans, and customary banking services such as deposit products. We started our banking operation from our main branch in Gwinnett County and have continued to expand our geographic footprints rapidly. With this fast growth, we are looking for new talents in following area:

Accounting Officer Trainee in **Accounting Dept**

Headquarter

Job Summary

- Responsible for preparing and posting accounting entries including callback
- Monitor GL on a daily basis
- Assist in monthly closing cycle
- Prepare GL certification for accounting monthly
- Prepare monthly financial reports for Management, including Board of Directors
- Provide direct accounting assistance to Accounting Officer and Controller
- Assist in other projects as needed

Job Qualifications

- Minimum education: Bachelor's degree (Accounting, Finance, or Business preferred)
- Field-of-Expertise: Knowledge of generally accepted accounting principles including fund accounting
- Minimum Experience (Level I): 1 Year in Banking or related field
- Must be fluent in English; bi-lingual in Korean/English preferred
- Self-motivated

We offer competitive compensation and excellent benefit package:

- Medical, Dental, Vision, & Life Insurance
- 401(k), Paid Vacation and Sick Leave

If you are interested in working with us, please email your resume* to Career@promiseone.bank

*Document submitted will not be returned.

✉ PromiseOne Bank 2400 Pleasant Hill Road Suite 340 Duluth, GA 30096 ☎ 678.385.0834

PromiseOne Bank is an Equal Opportunity Employer.

