



Employer of *choice*

Financial Reporting & Analysis Accountant External Posting

Department: Accounting
Reports To: SEC Reporting & Compliance Manager
Supervises: None

Posting Date: 02/08/2010
Classification: Exempt

Role:

To assist in the financial and regulatory reporting for FHLBank Topeka, assuring compliance with generally accepted accounting principles (GAAP), Securities and Exchange Commission (SEC) and regulatory requirements as applicable.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

- 70% Prepares and/or reviews financial and other information provided to the SEC, Federal Housing Finance Agency (FHFA) and Office of Finance (OF) for regulatory and system-level reporting. E
- 10% Assists in writing the narrative portion of the annual 10-K and quarterly 10-Q reports. E
- 10% Responsible for testing and implementation of new financial reporting applications. E
- 5% Responsible for financial analysis related to SEC, FHFA and OF reporting. E
- 5% Performs other related duties as assigned. N

Expectations:

1. To prepare reports, analysis, disclosures, tables and other financial information within deadlines established.
2. To keep abreast of changes in GAAP and SEC reporting requirements.
3. To provide guidance to other FHLBank staff on GAAP and SEC reporting issues.

Knowledge and Skills:

- Experience: Three years to five years of similar or related experience.
- Education: Equivalent to a college degree.
- Interpersonal Skills: Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the organization for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
- Other Skills:
1. Bachelors degree in accounting or four-year college degree plus equivalent work experience required.
 2. CPA certificate desirable but not required.
 3. Knowledge of GAAP required and SEC reporting desirable.
 4. Working knowledge of complex investment, debt and hedging transactions is desirable.
 5. Strong accounting literature research ability.
 6. Experience in financial statement preparation is required.
 7. Excellent writing skills for financial statement analysis and footnotes.
 8. Knowledge and experience with MS Office products and accounting software applications.
 9. Ability to work and travel independently and operate all types of office equipment.
 10. Working knowledge of Audit Command Language (ACL) is desirable.
 11. Working knowledge of Monarch is desirable.
 12. Ability to work the number of hours required to meet the demands of the job.
 13. Efficient 10-Key operation.

PHYSICAL DEMANDS: Performs sedentary work, sitting at desk and/or typing. Stoops and bends when using files.
Occasionally reaches for, lifts, carries, and handles relatively light office equipment and materials.

Lifting Requirements: up to 5 lbs.
Frequency of Moving/Lifting: 0 - 25% of the time
Pushing Requirements: 0 - 25 lbs.

VISUAL, HEARING, DEXTERITY AND MENTAL DEMANDS:

Vision: Requires concentrated visual attention that must be maintained for sustained periods.

Hearing: Good hearing acuity is required to perform the essential function of the job, such as hearing telephone callers and accurately responding to participants in classes.

Speaking: Good communication skills required.

Dexterity: Finger dexterity and eye-hand coordination is necessary in computer use, typing and operating AV equipment.

Mental Demands: Ability to handle multiple tasks simultaneously, ability to problem solve, memory for details, ability to prioritize, and ability to maintain concentrated mental and visual attention for sustained periods.

WORKING CONDITIONS: Works in a clean, well-lighted, heated and ventilated office.

Hazardous Waste Exposure minimal and limited to general cleaning and normal office supplies.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

In addition to a rewarding, team oriented work environment, FHLBank Topeka offers opportunities for growth and development, an attractive benefit package including health and dental insurance, 401(k), short-term incentive and much more. If interested please submit resume with salary requirements to:

Recruiter, FHLBank Topeka
P.O. Box 176
Topeka, KS 66601
Fax: (785) 438.6180
E-mail: recruiter@fhlbtopeka.com
EOE
www.fhlbtopeka.com