

## Description

Bar Harbor Bankshares, an independent community banking organization that encourages and supports the personal and professional development of its employees, dedicates itself to consistent service of the highest level for all customers, and recognizes its responsibility to be an active participant in, and advocate for, community growth and prosperity. If you would like to be part of this great mission, please read on.

Bar Harbor Bank & Trust, one of New England's top financial institutions is looking for a responsible and dedicated individual to join our Finance team as a part-time Accounts Payable Specialist in Bar Harbor, Maine.

### Responsibilities (Essential):

- + Communicates, both verbally and in writing, with vendors, co-workers, and management.
- + Responsible for a wide range of administrative duties, such as:
  - + Scanning
  - + Filing
  - + Data entry
  - + Basic reconciliation
  - + Code and process invoices
  - + Expense report review and process
  - + Prepare check runs, ACH, and wire payments
  - + Perform accounts payable and general ledger maintenance
  - + Assist with the closing process and procedures associated with accounts payable, prepaid accounts and fixed assets
  - + Provides support on team projects, as directed
  - + Enthusiastically support the Bank's Guiding Principles and Brand Behaviors
  - + Adhere to regulatory requirements, such as Anti-Money Laundering and Bank Secrecy Act
  - + Comprehend and adhere to federal banking regulations in accordance with Bar Harbor Bank & Trust's policies and procedures

### Required Education & Experience:

- + Minimum of a high school degree or the equivalent
- + Prior education or experience in Accounting or Bookkeeping is helpful, but not required
- + Strong attention to detail
- + Ability to work effectively and independently
- + Comfortable working with and quickly learning computer applications, such as Excel

Bar Harbor Bank & Trust offers: competitive pay, referral incentives, an employee stock purchase plan, paid holidays, 401(k) plan, paid time off, a wellness program, continuing education benefits, and more!

Bar Harbor Bank & Trust is an Equal Opportunity Employer, Minority/Female/Disability and Protected Veteran.

EEO is the law English " <https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> EEO is the law Spanish " <https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeosp.pdf> EEO is the Law Poster Supplement "

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Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or © consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35©