



BEST PLACE TO WORK 2016 – 2025 | BEST BANK 2021 - 2025



## ACCOUNTANT I

Lee Bank, voted “Best Place to Work” (2016-2025), is a community-focused bank dedicated to empowering financial well-being. Lee Bank is seeking an Accountant I who not only brings strong technical skills and attention to detail but also shares our values, takes pride in contributing to a purpose-driven organization, and wants to play a key role in supporting the financial health and success of our bank and the communities we serve.

At Lee Bank, we operate with a Culture of Purpose – empowering our employees, customers, and community by delivering local banking with service, sincerity, and simplicity – and that includes making sure our team has the technology and support they need to do their best work.

**SALARY RANGE: \$48,080 - \$64,110**

### WHAT YOU’LL DO

- Manage accounts payable activities, including processing vendor invoices, employee reimbursements, and corporate card statements, ensuring accuracy and timely payments.
- Maintain vendor database, monitor invoices for 1099 reporting, and manage use tax filings.
- Oversee the bank’s fixed asset system: record purchases/disposals, ensure proper classification and depreciation, and perform periodic inventories.
- Monitor daily money positions across the bank and affiliated institutions, initiating transfers as needed.
- Prepare accurate journal entries, reconciliations, and internal/external reports.
- Assist with audits, internal control reviews, and special projects as assigned.
- Protect the bank against duplicate payments, overpayments, and potential fraud, while maintaining professional relationships with vendors and internal teams.

### WHAT WE’RE LOOKING FOR

- Associate’s or Bachelor’s degree in Accounting, Finance, or related field, or equivalent work experience.
- Broad knowledge of Generally Accepted Accounting Principles (GAAP).
- Proficiency in Microsoft Office, particularly Excel, Word, and Outlook.
- Strong attention to detail, organizational skills, and ability to manage multiple priorities.
- Self-motivated, reliable, and able to work independently or collaboratively.
- Strong analytical, problem-solving, and critical thinking abilities.
- Effective written and verbal communication skills.

### WHY JOIN US

At Lee Bank, you’ll join a team that prioritizes collaboration, integrity, and community-driven work that truly makes a difference. We provide competitive compensation and benefits that stand out in the county, placing our people at the heart of everything we do.

*application link*



**PLEASE RESPOND BY  
SENDING RESUME TO:**

Email: Brandy McKie, FVP HR at [bmckie@leebank.com](mailto:bmckie@leebank.com)  
Mail: HR Department - Lee Bank 75 Park St. Lee, MA 01238

*Employment Application can be found at [LeeBank.com](https://www.leebank.com) → About Us → Careers*

LEE BANK IS AN EQUAL OPPORTUNITY EMPLOYER AND STRONG ADVOCATE OF WORKFORCE DIVERSITY  
RACE/COLOR/GENDER IDENTITY/RELIGION/NATIONAL ORIGIN/DISABILITY/VETERAN