



## Job Description

**TITLE:** Controller

**REPORTS TO:** CFO (Chief Financial Officer)

### **PURPOSE:**

The Controller is responsible for successfully leading the accounting team and related functions. This position will prepare and analyze monthly presentations and reports, create and analyze audit and budget schedules, make recommendations, and assist with overseeing the day-to-day financial accounting activities. As the Accounting leader, the Controller will ensure team members have the knowledge and tools to support all departments of the Credit Union. The Controller will also set department objectives, deliver services, continuously look for efficiencies, and manage for results through his/her team members. This position is responsible for providing accurate financials, reconcilements, assigned projects, audit responsibilities, and mentoring team members as needed.

### **PRIMARY RESPONSIBILITIES:**

- Review and reconcile cash account reconciliations daily; balance sheet reconciliations monthly and research and correct as necessary.
- Prepare and/or oversee the production of various quarterly and annual reports (i.e., Unclaimed property report, Quarterly Call Report, ad hoc reports, and studies, etc.) and assist in preparations and response to questions tied to the annual audit and exam to support the efficient operations of the company.
- Responsible for the efficient, timely and correct processing of all EFT/ACH transactions and for full compliance with all Federal Reserve Bank and NACHA rules.
- Develop each team member to their highest potential by identifying areas for improvement and appropriately coaching, training or correcting the team members' performance. Meet with each team member monthly to review previous month's performance, set goals for upcoming month's performance, and develop plans to improve team member's performance. Train and supervise department staff to maximize productivity and efficiency. Perform hiring activities as necessary, assigning, directing, coordinating and review work performed by team member.
- Direct the development and monthly review of financials to assure accurate and timely financial information is provided to management and the Board of Directors to effectively manage the operations and be accountable to its members and regulatory agencies.



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- Responsible for maintaining fixed asset records and depreciation schedules for the credit union. Prepares special financial schedules and performs other related duties or projects as assigned.
- Supervises the accounts' payable function, ensuring payments to vendors and team member reimbursements are processed accurately, on a timely basis, and in compliance with Company policy and procedures. Reviews and oversees annual tangible tax and 1099 reporting process.
- Responsible for all accrual entries, valuations of servicing rights, and goodwill and the establishment of reserves as needed.
- Must comply with company policies and procedures, applicable laws, and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.
- Develops and maintains professional knowledge of and ability to understand and implement banking regulations and GAAP in the Banking industry.

### **BSA COMPLIANCE:**

This job requires an understanding of and compliance with the Bank Secrecy Act, OFAC, the USA PATRIOT Act, and related credit union policies and procedures, including the reporting of suspicious activity, including insider abuse, as directed. The role includes the management and support of subordinate team members' responsibilities in these areas.

### **JOB COMPETENCIES:**

- Accountability
- Decision-Making/Judgment
- Job Knowledge
- Management Effectiveness
- Policy Compliance

### **REQUIREMENTS:**

- Minimum of ten years of related experience,
- Bachelors degree in Accounting or Business Administration preferred but not required.
- Verbal communications skills and the ability to read and comprehend are essential.
- Knowledge of generally accepted accounting principles, applicable State and Federal regulations, and the Federal Reserve Board and applicable association regulations (e.g., NACHA).



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- Knowledge of laws and regulations covering the management and retention of various types of records.
- Strong analytical skills with exceptional attention to detail.
- Professional, organized, problem solver.
- Ability to maintain confidentiality.
- Ability to prioritize multiple, conflicting tasks.
- Ability to be bonded.
- Must possess a positive work attitude
- Must be able to use PC spreadsheet software.
- Must be dependable and able to work overtime when necessary.
- Completion of all required compliance and information security training annually.

### **WORKING CONDITIONS:**

- Ability to lift 15-20 pounds.
- Ability to sit/stand for long periods of time