

## **Job Description and Responsibilities**

**Title:** Controller

**Department:** Accounting

**Reports To:** Chief Executive Officer

**Summary:** Directs auditing, recordkeeping and account activities of the financial institution. Makes recommendations relating to budget preparation, profit forecasts and operational changes as needed,

### **Job Requirements:**

- College graduate; MBA preferred.
- Minimum 10 or more years of related experience
- Excellent supervisory, communication and organizational skills
- Excellent knowledge of financial institution policies and procedures

### **Specific Job Functions:**

- Prepares periodic audit schedules. Monitors implementation and follow-through of departmental audit activities. Approves final audit reports and makes recommendations to improve financial institution cost control and accounting functions, if necessary.
- Manages Accounting staff administrative and finance duties. Supervises accounting functions for the financial institution. Monitors cost control activities. Approves and implements cost control strategies on an as needed basis.
- Responsible for general ledger accounting, including reconciling balance sheets, preparing financial statements, and processing accounts payable and receivable. Supervises and assist in all reconciliations.
- Prepares final billings to clients and customers utilizing financial institution products and services.
- Responsible for call report, financial reporting, financial analyses, cash management and forecasting reports.
- Prepares and reviews financial institution finance projections and manages financial institution investment accounting activities.
- Responsible for preparation of budgets and periodic analysis of budget variance.
- Ensures that the financial institution's accounting procedures are in compliance with generally accepted accounting principles.
- Performs other duties as assigned