

Position: Assistant Controller

FLSA: Exempt

Reports To: Chief Financial Officer

Summary

Working directly under the CFO with opportunity for growth. Assists in all financial reporting and accounting functions. Prepare monthly management reports, annual budget, annual audited financial statements, and other analytical reports. Supervise the investments of the bank in accordance with the Bank Investment Policy ensuring the safety of invested funds and maintaining adequate liquidity, while maximizing the return on invested funds in alignment with the investment goals.

Essential Functions and Responsibilities

Note: Performance in this position will be evaluated based on the incumbent's ability to complete the following duties efficiently.

1. Assist the CFO to maintain the bank's fiscal operating results utilizing generally accepted accounting principles. This will include compile and analyze monthly financial statements, month end reconciliations of general ledger accounts, monitor bank's liquidity position and prepare detailed regulatory reports.
2. Co-Lead the bank's Asset/Liability Management function with the CFO, ensuring that the bank's entire balance sheet is positioned to achieve desired risk-return objectives and to maximize market value of shareholders' equity.
3. Assist in the preparation for the annual financial statement audit and various internal audits.
4. Make investment purchase recommendations designed to meet the Bank Investment Policy goals while meeting other policy constraints.
5. Responsible for ongoing portfolio review to determine if there are changes in bank objectives for the portfolio; if performance is consistent with expectations; and if policy modifications are appropriate due to tax or market changes.
6. Keep current with market conditions, opportunities and risks associated with investments by staying abreast of information outside of the bank including fostering relationships in the brokerage/bond space, utilizing publications (WSJ & regulatory publications), as well as discussions with outside auditors and tax consultants.

7. Serve as the liaison between Bank and Bond Trust for the bond portfolio accounting, while keeping the CFO informed.
8. Manage security safekeeping and reporting and assists in GL balancing, as necessary.
9. Manage the level of securities required for collateral, as part of the liquidity function.
10. Prepare monthly investment reports for management and board.
11. Perform other duties, responsibilities, and activities, which may change or be assigned at any time with or without notice.

Skills and Abilities

1. Ability to identify long-term goals, set the future course, and communicate a compelling vision to motivate self and others to do their best; inclusive, respectful, and committed to developing, challenging and supporting people; steadfastly pushes self and others for results.
2. Demonstrated composure, with the ability to adapt to changing business needs and face adversity; is looked to for direction, critical thinking, and decision-making, especially in crisis; relishes leading and is energized by tough challenges.
3. Ability to understand and tailor approach to different situations and levels while working across teams and projects; builds relationships and encourages involvement; shares information clearly and concisely and encourages others to constructively express their views; can negotiate skillfully.
4. Demonstrates broad knowledge and perspective; possess a mixture of analysis, wisdom, experience and judgment, with the ability to use rigorous logic and methods to solve difficult problems with effective solutions.
5. Effectively organizes and plans work; sets priorities and establishes objectives and milestones with ability to manage resources and time effectively through use of tools and technology to achieve business priorities.
6. Knowledge of applicable banking and/or regulatory policies and procedures.
7. Ability to conduct analysis of various reports and metrics in alignment with financial goals.
8. Proficient in various computer software including MS Excel, Word, Teams, and other financial management software.

9. Must be able to work independently, remotely, accurately and maintain good relations with the ability to adapt. Must be able to quickly re-establish priorities, responding to the changing needs of the Bank.

Working Conditions

1. Normal office environment with minimal noise, temperature variation or dust. Length of workday is unpredictable, depending upon volume of business and department activities.
2. Manual dexterity skills for typing and use of computer and other related office systems and equipment.
3. Constant visual effort is required. Up to 75-100% of the workday is spent at a computer monitor and/or with written or computer generated paper documents.
4. Frequent sitting is required.

Training and Preparation

1. Requires a bachelor's degree in business with a major in accounting, or equivalent combination of education, training, and experience.
2. Requires a minimum of 5 years demonstrated and successful accounting experience or an equivalent combination of education and experience.
3. 2 years of prior banking experience or public accounting experience, strongly preferred.

There is no employment agreement intended or implied by this job description. Also, this job description does not modify or limit the employment-at-will relationship.