



Job Posting Controller

One Community Bank is searching for a highly organized and analytical person to fill our full-time Controller position. One Community Bank has been voted the Best Place to Work the last three years and offers exceptional employee benefits. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to: Talent, careers@onecommunity.bank

Summary:

The Controller is responsible for supporting the Chief Financial Officer (CFO) in ensuring the effective operation of the accounting and financial reporting functions by performing or supervising various accounting duties. Those duties include but are not limited to the daily Accounting Department operations and providing operations and financial related reporting to senior leadership and the Board of Directors. The Controller is responsible for development and performance management of a team of four individuals. This position will work closely with the Director of Finance to provide for a comprehensive and well-rounded financial management team. The Controller also assists the CFO in various projects, aids in internal and external audits, and trouble shoots department related issues. Performance of the duties requires excellent organization, management, analytical, communication and reporting skills.

Essential Duties and Responsibilities include the following:

- Oversee and execute daily operations and functions of the Accounting Department to include accounts payable and funds management, ensuring effective and efficient use of time and resources.
- Review general ledger reports daily, ensuring balances, postings, and net changes are reasonable. Addresses discrepancies or issues with Accounting Department staff or other departments of the Bank.
- Provide support, guidance, and problem-solving assistance to all office locations as requested.
- Monitor all accounts payable for accuracy of general ledger postings and ensures timely payment. Reviews payables for prior-month expense accruals and adjusts as necessary.
- Compare income vs. expense for significant variances prior to month-end closing; adjusts accordingly and proceeds with closing process.
- Review month-end closing adjustments, posting and reconciling entries, obtains post-month-end closing.
- Update income tax worksheets for allocation of monthly Federal Income and applicable State tax expenses.
- Prepare board related financial reporting to be placed in the Board of Directors packet, prior to each meeting.
- Perform, review and analyze all reconciliations of general ledger accounts, conducting investigative research on discrepancies as appropriate.
- Review relative financial data and oversees the timely preparation of periodic regulatory reports for the Bank including quarterly call reports, FR 2644, and FR 2900.

- Review and maintain accrued and prepaid expense items.
- Prepare and timely submits various reports and remittances to applicable municipalities, state and federal government agencies.
- Ensure all applicable state and federal license tax returns, assessment fees, application for registration, and deposit reports are timely filed with appropriate agencies.
- Implement new accounting standards as applicable.
- Ensure accounting and reporting internal controls are designed and operating effectively including maintaining appropriate documentation.
- Provide training to staff members as determined to increase department efficiency.
- Assist CFO with various projects as assigned.
- Maintain the general ledger chart of accounts.
- Aid internal and external audits throughout audit process and provides all requested documentation.
- Provide support and assistance with research for departments as needed.

Required Qualifications / Skills / Abilities:

- Education: Bachelor's degree in Business, Accounting or related field. MBA or CPA preferred.
- Experience: A minimum of 7 years of accounting experience in banking, or any equivalent combination of education, training, and experience which provides the required knowledge and abilities for this role.
- Strong problem-solving and critical thinking skills
- Advanced Microsoft Office skills