

Job Title: Controller**Category:** Exempt**Supervises:** Assistant Controller, Accounting Clerks, and Tellers**Reports To:** President

About Us: Doches Credit Union is a dynamic and community-focused financial institution committed to providing exceptional financial services to our members. We believe in the power of financial well-being and are dedicated to shaping a brighter financial future for all. The Controller is a member of our accounting team and plays an important role in defining our organization's future as we continue to grow and evolve.

Overview: The Controller follows Credit Union policies and procedures to ensure ethical, transparent, accurate accounting processes in leading the Accounting Department by overseeing the accounting staff and teller departments, performing all accounting functions and transaction reporting, including preparation and analysis of monthly financial statements, external reporting, investment accounting, accounts payable, fixed assets, and general ledger reconciliations and system maintenance.

The Controller performs all accounting functions, oversees teller balancing and vault totals, posts drafts, prepares reports, tracks investment placement, balances cash accounts, maintains subsidiary ledgers (i.e.: fixed assets, prepaids), pays bills; produces financial statements, processes tax returns and reports, and other official documents.

Key Responsibilities:

1. Trains and supervises teller, new accounts, and accounting personnel.
2. Oversees the teller departments: balancing, vault totals, ATM transactions, etc.
3. Oversees the accounting department: post and proof GL transactions, payrolls, ACH transmissions, post drafts, ATM transactions, etc.
4. Prepares and posts month-end closing book entries, reviews month-end reports, prepares monthly financial statements, and ensures accuracy of reporting.
5. Assist with reporting actual month-end GL variances from month-to-month.
6. Maintains integrity of all accounting and financial information, ensures accurate posting of general ledger entries, and monitors subsidiary ledger postings and clearings.
7. Ensures daily, weekly, and monthly processes are completed in an accurate and timely manner.
8. Coordinates budgeting, procurement, and investment activities.
9. Tracks and assists balance cash accounts and maintains subsidiary ledgers—fixed assets, prepaids, etc.
10. Assists with internal audits, external audits, and examinations including documentation requirements.
11. Maintains knowledge of and compliance with all applicable rules and regulations required within the scope of duties, including, but not limited to, the Bank Secrecy Act.
12. Shows ability to perform under time constraints and meet deadlines.
13. Performs job duties and responsibilities in compliance with the Credit Union's policies, procedures, philosophy, and standards of performance.

14. Maintains a high level of confidentiality in all matters. Safeguards member and Credit Union information by applying the highest level of confidentiality regarding member, employee, and board interactions with the Credit Union and securing all information in public work areas.
15. Attends and completes all Credit Union required meetings and training sessions.
16. Maintains a clean, professional work environment and courteous demeanor.
17. Serves as accounting designee in absence of the President.

Qualifications:

- Bachelor's degree in accounting, mathematics, business, or other related field.
- Minimum of 5 years Credit Union accounting experience, GL reconciliation, teller/vault cash transactions, etc; or minimum 5 years financial institution accounting experience, or college degree in accounting or CPA license.
- Proficient computer skills, including working knowledge of the MS Office Suite, with special emphasis on Excel and spreadsheet software.
- Strong math aptitude and ability to work accurately with numbers.
- Ability to perform detailed work with numerical data and make arithmetic computations rapidly and accurately.
- Knowledge and experience with PC and modems.

Benefits:

- Medical, Dental, & Vision Insurance
- Life Insurance
- Long Term Disability Insurance
- 401(k) Plan with Employer Match
- Paid Holidays
- Vacation and Sick Leave

Disclosures:

This job description is not intended to be all-inclusive. The employee may perform other related duties as needed to meet the ongoing needs of the organization. Doches Credit Union is an affirmative action employer and committed to providing equal opportunity for all employees and applicants for employment, without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, age, citizenship status, marital status, protected veteran status, mental and/or physical disability, pregnancy, or any basis prohibited by State or Federal law. We encourage applications from candidates of all backgrounds and experiences. Doches Credit Union reserves the right to amend this job description at any time.