

Alta Vista Credit Union

Job Description – Controller

Job Title: Controller
Department: Accounting/Finance
Reports To: Chief Financial Officer and Chief Executive Officer
FLSA Status: non-exempt
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Prepared Date: 08/2019
Grade: 10

SUMMARY

The Controller independently and within teams works and coordinates accounting activities that ensure the continued viability of the credit union so that it may continue to provide opportunities for our members to improve their financial lives. The Controller provides competent, courteous and concerned service to all external and internal members. Promotes a positive work environment in which member expectations are exceeded, teamwork is strengthened and personal growth of staff members is encouraged. The Controller provides superior member service to members and co-workers by displaying Alta Vista's core values of Honesty & Integrity, Caring, Dedication and Commitment, Accountability, Serving a Worthwhile purpose, and Responsibility, during all interactions.

Corporate DUTIES AND RESPONSIBILITIES

Include the following, other duties may be assigned:

- Adheres to Alta Vista's Personnel Manual guidelines and actively supports The Stakeholders reward compensation model.
- Consistently displays excellence in Member service and maintains a strong desire to provide opportunities to improve members' financial lives by providing beneficial, convenient, accurate and courteous service to members and co-workers alike.
- Takes individual responsibility for preserving the image of Alta Vista by maintaining a superior appearance of professionalism, cleanliness and organization.

ACCOUNTING AND FINANCE RESPONSIBILITIES:

- Oversee accurate and efficient accounting operations, internal controls, and financial reporting for the Credit Union.
- Responsible for the chart of accounts and necessary internal controls over the general ledger to include appropriate reconciling processes, software application, and segregation of duties.
- Responsible for the standard internal and external financial reporting of the credit union, including the quarterly NCUA 5300 report.
- Work closely with the CFO to ensure accounting estimates are accurate and well-supported. This will include leading the Credit Union's efforts to comply with FASB's current expected credit losses standard (CECL).
- Maintain a documented system of accounting internal controls, policies, and procedures.
- Manage the accuracy and productivity of the daily activities of accounts payable, accounts receivable, fixed asset records, general accounting, and corporate account balance.

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- Assist in the preparation and the monitoring of the budget and business plan.
- Ensure accounting records and reports are in compliance with GAAP and government regulations. Cooperate with and assist external auditors and regulators as appropriate.
- Assist with various profitability analyses and reporting, including assessment of the various products and services offered by the credit union.
- Comply with local, state, and federal government reporting requirements, including filings with the FRB, IRS, and BOE.
- Plan, direct, supervise, and coordinate work activities of assigned personnel and ensure quality of work and service to managers and staff. Establish effective communications and processes within the department. Effectively apply management practices in leading the work of assigned personnel. Exercise managerial leadership duties as it relates to staffing, development, training, coaching, motivating, performance management and disciplinary actions. Conduct staff meetings to keep assigned personnel informed of pertinent policies and procedures affecting their jobs.
 - Utilizes Profitstar and verifies consistency with Episys general ledger.
 - Identifies trends and recommends improvements accordingly.
 - Prepares all month-end, quarter-end, and year-end financial reports, including but not limited to government forms, asset/liability management consultants, and Stakeholders.
 - Keeps abreast of credit union financial policies and government legislation.
 - Establishes databases of pertinent information for use in analyzing future plans and forecasts.
 - Makes recommendations to management regarding cost saving or profit generating opportunities and profitability improvement strategies.
 - Completes yearly regulatory requirement training and notifies Audit Manager of classes completed. Understands regulatory requirements and can demonstrate satisfactory knowledge of these laws and regulations and how they affect the job.
 - Keeps abreast of current Marketing promotions and actively supports those marketing campaigns.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors degree (B. A.) in Accounting or Business degree. Three to five years related experience in a Credit Union Accounting department, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common financial reports, and legal documents. Ability to respond to common inquiries or complaints from members, auditors, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY

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Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Superior knowledge of the principles of Accounting. Understands financial statements, cash flow projections and depreciation schedules. Proficient understanding of, Microsoft Office, particularly Word, Excel and Outlook. Excellent written, oral and organizational skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Signature _____

Supervisor Signature _____

Date _____