

**Job Title**

Controller

**Short Description**

Responsible for assisting the CFO in overseeing the accounting and operating functions of the credit union. Direct and manage all practices and activities in the Finance and Accounting functions to ensure compliance with State and Federal rules and regulations. Manage auditing, accounting, and recordkeeping activities of the credit union to ensure they meet generally accepted accounting practices (GAAP). Make recommendations relating to budget preparation, income forecasts, and operational changes, as needed.

**Full Description****Major Duties and Responsibilities**

Manage and perform accounting functions to include AP, budgets, cash flow, cost management, financial analysis, financial reporting and recordkeeping, GL, and investments. Assist in the creation and implementation of department policies and procedures.

Assist Senior Management with creation and monitoring of the annual budget.

Assist in the preparation of reports on the financial condition of the credit union.

Understand processes related to and/or perform functions related to wire transfers, ACH and share draft processing, dormant accounts, and unclaimed property.

Work with federal examiners and independent auditors to provide information necessary for completion of exams and audits.

Participate in identifying deposit and loan rates.

Prepare and file the quarterly call report.

Prepare Tax Withholding Form annually.

Prepare quarterly data uploads for ALM model completion and monthly data uploads for CECL Allowance Calculation.

**Qualifications**

Experience in or knowledge of financial institution products, services, and records preferred.

Must possess strong working knowledge of generally accepted accounting principles.

Exceptional oral and written communication skills are required with the ability to interact with all levels of management, employees, volunteers, members, vendors, and the general public.

**Benefits**

Company funded pension plan (Defined Benefit Retirement plan)

401(k) with 5% match & annual Safe Harbor contribution  
Credit Union paid Health, Vision, & Dental Insurance for employees

Life Insurance

Short-Term and Long-Term Disability Insurance

Twelve paid holidays

Paid sick and vacation time

<b>Education</b>	Bachelor's Degree in Accounting or Finance from a 4-year college or university required or equivalent combination of education and experience which demonstrates the ability to perform the functions of the position. A relevant master's degree and/or CPA designation preferred.
<b>Additional Comments</b>	
<b>Credit Union</b>	ACIPCO Federal Credit Union
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<b>Expiration Date</b>	08/31/2023