



Job Posting Position: Controller

Location: Auburn, AL

Job Function:

The position of Controller is responsible for supporting the Chief Financial Officer in ensuring the smooth operation of the accounting department by performing a variety of accounting duties; prepare and review financial reports; maintain files; and perform other duties associated with the Credit Union's general ledger accounts. Assures compliance with all Credit Union policies and procedures, as well as all applicable state and federal credit union regulations including BSA/AML.

Essential Duties:

- Reviews income and expense general ledger entries for appropriateness and ensure all monthly entries are made for the month before month end close.
- Performs monthly yield analysis on Investments, Loans, and Deposits.
- Prepares monthly and quarterly financial reports for the Board of Directors.
- Prepares general ledger entries and reviews transactions prepared by accounts payable prior to posting; including entries for daily cash management, investment securities, payroll, fixed-asset depreciation, prepaids and accrued expenses.
- Prepares daily general ledger reconciliations including correspondent bank accounts and application subsidiary records. Prepares monthly general ledger reconciliations; ensures all balance sheet accounts have been reconciled and proper documentation is maintained in files; follows-up on any outstanding suspense items older than 90 days as needed.
- Prepares and reviews the quarterly NCUA Call Report and transmits after final approval by the CFO.
- Assists with the gathering of information for audits and examinations by Regulators and Auditors as needed.
- Prepares special reports as needed and ensures reports are accurate.
- Operates personal computer to process account activity, determine balances, and resolve problems within given authority.

Transaction:

- Ensure that invoices are paid in a timely manner.
- Ensure correspondent bank reconciliations are completed and outstanding items are cleared in a timely fashion.
- Maintain the chart of accounts.
- Maintain an orderly accounting filing system, electronically or digitally.
- Maintain a system of controls over accounting transactions.

Reporting:

- Assist in the issuance of timely and complete financial statements.
- Assist in the preparation of the monthly, quarterly, and annual reports.
- Recommend benchmarks against which to measure the performance of Credit Union operations.
- Assist in the calculation and issuance of financial and operating metrics.
- Assist in the creation of the annual budget and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide financial analyses as needed, for investments, pricing decisions, and contract negotiations.
- Oversee the Credit Union's vendor management program and reporting.

Compliance:

- Assist in the coordination of the provision of information to external and internal auditors for their periodic reviews.
- Assist in the coordination of the provision of information to the regulators of the credit union during their examinations.
- Comply with local, state, and federal government reporting requirements and tax filings.

Additional Duties:

- The controller assists senior management in the responsibilities of the Chief Financial Officer in their absence.

Desired Qualifications:

- The controller should have a bachelor's degree in accounting, finance or business administration, or equivalent business experience and 5+ years of progressively responsible experience for a credit union, community bank, or division of a large corporation.

- Develop a knowledge of the organization, operation, philosophy and objectives of the Auburn University Credit Union, and the Credit Union Movement.
- Know the principles and regulations of the credit union industry from The Federal Credit Union Act, NCUA Rules and Regulations, ACUA regulations, policies of the credit union and law pertaining to credit unions.
- Have a knowledge of general accounting principles.
- Ability to use Excel, Microsoft Word, PowerPoint and other computer programs.
- Experience with Symitar or similar Credit Union operating system, preferred.

Working Conditions:

- Primarily in an office environment. In the course of performing this position, spends time writing, typing, speaking, listening, lifting (up to 25 pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.
- May operate any or all the following: telephone, cellular telephone, copy and fax machines, adding machine/calculator, check printer, scanner and image systems, scanning equipment, encoder, money counter, credit card terminal, typewriter, computer terminal, laptop computer, personal computer and related printers, or other equipment as directed.
- Will be expected to travel as requested for credit union business and outside training.
- Occasional weekend or evening work may be required.

Qualified Applicants please email resume to snichols@aufcu.org