

CALHOUN LIBERTY

CREDIT UNION

Credit Union: Calhoun Liberty Credit Union

Location: Blountstown, Florida

Job Title: Comptroller

Salary Range: \$70,000 to \$90,000 annualized

FLSA Classification: Exempt

Submit Resume to: careers@clecu.org

About Us:

We are a fast-growing, member focused Credit Union covering the Florida panhandle providing financial services to over 7,000 members. Our Comptroller is an in-person, full-time position located in Blountstown, Florida. This is a new position created to accommodate the tremendous growth we have recently experienced through strategic community involvement initiatives and our member acquisition plan. We see a rewarding career path for the candidate located in our geographical region who is willing to grow in the Accounting field and is committed to being an integral part of the growth of our Credit Union.

This position plays an integral role in the overall advancement of the organization by ensuring stability and accuracy in all financial activities within the Accounting department. The Comptroller will also make certain the Credit Union remains fully compliant with all applicable State and Federal rules and regulations pertaining to the Accounting area. The ideal candidate for this role is an experienced, organized team player with refined skills in the areas of Financial Management, Internal Controls, Budgeting and Forecasting, Audit Coordination and Team Leadership.

We support our employees' need for a greater work/life balance and encourage a positive work environment where ideas and contributions are valued. We are passionate about working in our local communities and doing what we can to help make our counties a better place to work and live. We are excited to interview talented individuals for our Comptroller position.

Job Function:

Responsible for the accounting operations of the Credit Union, to include assisting in the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the Credit Union's reported results, and ensure that reported results comply with generally accepted accounting principles, as well as state and federal credit union regulations.

Essential Functions:

- Collaborate with executive leadership to develop and meet company goals while providing expertise and guidance.
- Implements and communicates the strategic direction of the credit union to direct reports to ensure clear understanding of rules, regulations, requirements, and expectations.
- Assist with the financial and accounting functions of the credit union to include: ALM, AP, AR, budgets, collections, GL, financial analysis, financial reporting and recordkeeping, and investments.
- Responsible for the Credit Union's budget process including development, formulation, accountability, as well as securing the approval of the annual budget and provides monthly budget variance reporting.
- Ensure that expenditures are within budget allocations and that all funds, physical assets, and other property of the credit union are appropriately safeguarded.
- Develop, implement, and evaluate policies and procedures for the Accounting Department to ensure that policies and procedures reflect current regulations and are communicated to and implemented by subordinates.
- Assist with the preparation of income statements and balance sheets.
- Assist with the preparation of monthly financial reports for the Board of Director meetings and of audited financial statements and regulatory financial reports, including the 5300 Call Report and the Tax Form 990.
- Assist with investment decisions and managing the investment portfolio.
- Work with the President and other executives to coordinate planning and establish priorities for the strategic planning process.
- Assist with lease negotiation and major purchasing decisions for capital equipment.
- Manage and supervise employees assigned to the Accounting Department including talent acquisition, directing work, performance management, compensation and training.
- Oversee the accounting operations and back-office card processing functions of the credit union, especially its control systems, transaction-processing operations, and policies and procedures.
- Assist with Salary Administration program as well as budget management of compensation structure.
- Ensure accounting records and reports are in compliance with GAAP and government regulations.
- Oversee and assists in the preparation of branch profitability measures.
- Ensure the confidential uploading/delivery of financial information to outside vendors for their report production.
- Assist the CFO with managing internal and external audit and examination process.
- Assist the CFO as a staff liaison to ALCO and Supervisory Committee.
- Ensure the credit union complies with local, state, and federal government reporting requirements, including filings with NCUA and State.
- Oversee the development and preparation of monthly, quarterly, annual, and other periodic financial statements and reports. Ensures that reports provide end users with adequate operating and financial data.
- Responsible for A/R and A/P timely processing and dispute resolution.

- Maintain a professional and courteous attitude with all people, including fellow employees, members, management staff, board members and outside vendors.
- Ensure all information and transactions, including regarding members, are kept confidential.
- Other duties as assigned by the President/CEO.

Basic Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. These requirements 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.

Required or Preferred Education and Experience:

- Working knowledge of NCUA or FDIC and other related regulatory requirements preferred.
- Bachelor's degree in Accounting or Finance required. A Master's Degree or CPA is weighted. Consideration will be given to substitution of years of experience equivalent to field of study, duties performed, level of authority and position held in a prior company.
- Two (2) years of supervisory experience is desired.
- Strong knowledge of the fundamentals of the financial industry is required.
- At least seven (7) years of related experience in accounting with a preference in the financial institution industry.
- Comprehensive technical knowledge of GAAP, other accounting concepts, practices, procedures, and financial reports. Understanding of CECL is a plus.
- Experience in financial reporting and accounting including leading end of month closing, the preparation and review of financial statements.

Knowledge, Skills, and Abilities:

- Advance knowledge of related computer applications.
- Problem solving skills required.
- Ability to assist and supervise others.
- Well organized and attentive to detail.
- Able to work independently, meet deadlines and manage projects.
- Proficient in 10-key.
- Excellent analytical skills.
- Strong desire to drive forward initiatives.
- Able to use PC and peripherals, finance/accounting software systems, and miscellaneous business equipment.