



CU Name: Coca-Cola Federal Credit Union

Job Title: Controller

Job Location: Atlanta, GA

Please send resume to Diane Edelstein via email to dedelstein@coca-cola.com.

Position Overview

This position is responsible for managing the operational accounting of the credit union, providing timely and accurate financial and regulatory reporting and for ensuring general ledger accounts are reconciled on a timely basis.

Key Responsibilities

- Manage accounting department associates
- Identify and implement process improvements
- Ensure proper internal controls are in place to avoid losses and protect member and credit union data
- Ensure compliance with CCCU and CCFCU policies and procedures
- Cash Management and Investment Portfolio accounting and funding
- Review of accounting and reconciliation of cash and clearing accounts to ensure timely processing of all items and resolution of discrepancies
- Oversight of the following areas:
 - Wire transfers originated in Finance are processed according to work instructions
 - ATM Reconciliation
 - Create report and review for Dormant account processing and reporting
 - Create and provide tax reporting for Property tax, Federal Withholding, Foreign tax withholding and IRA withholding and other tax reports as needed.
 - ACH and Share Draft Exception Processing and Reconciliation Back up
 - Mortgage accounting for sold mortgages and Student Loans accounting
 - Review of monthly reconciliation of General Ledger Balance Sheet accounts
 - Review and assure that Accounts Payable and expense reports are approved and processed according to Chart of Authority and work instructions
 - Fixed Assets and Prepaid Expense Accounting and Reporting Back up
- Calculate Allowance for Loan Losses requirement
- Prepare financial statements and variance analysis
- Prepare cost analysis on potential new vendors, product and services
- Regulatory Reporting to the NCUA and Federal Reserve Bank
- Facilitate financial audits and regulatory examinations
- Prepare reports for Finance Committee and Board of Directors
- Coordination of Audits and National Credit Union Association Exams
- Contribute to Budgeting, Forecasting and Asset Liability Management processes
- Project Management- lead finance and credit union level projects

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Educational Requirements

- BA/BS Undergraduate degree in Accounting/ Finance Degree

Related Work Experience

- 5 years accounting and 3 years of management in a financial institution
- Knowledge in share draft, ACH and deposit clearing
- Knowledge of back office banking procedures
- Knowledge of NCUA, IRS and Federal Reserve Bank Reporting
- Extensive use of Excel
- Banking or Credit Union a plus

Leadership Behaviors

- Drive innovation: Generate new or unique solutions and embrace new ideas that help sustain our business
- Collaborate with staff, leadership and stakeholders. Develop and leverage relationships with stakeholders to appropriately stretch and impact the credit union
- Act like an owner: Deliver results, creating value for our brand, our members and stakeholders
- Inspire others: Inspire people to deliver our mission and vision. Demonstrate passion for the business and give people a reason to believe anything is possible
- Develop self and others: Develop self and support others development to achieve full potential

Growth Behaviors

- Growth mindset: Demonstrates curiosity. Welcomes failure as a learning opportunity.
- Smart Risk: Makes bold decisions/recommendations
- Externally focused: Understands the upstream and downstream implications of his/her work. Tracks and shares external trends, best practices, or ideas.
- Performance driven and accountable: Has high performance standards.
- Fast / Agile: Removes barriers to move faster. Adapts and thrives under pressure and fast pace.
- Empowered: Brings solutions instead of problems. Challenges the status quo. Has the courage to take an unpopular stance.

Functional Skills

- People management
- Knowledge of Generally Accepted Accounting Principles

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- Knowledge of policies and procedures
- Knowledge of banking regulations
- Knowledge of back office banking procedures
- Advanced knowledge of Word and Excel
- Effective planning, organizing and project management skills
- Ability to identify and independently resolve issues
- Ability to work in collaboration with others
- Attention to detail and ability to meet deadlines

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