



**CU Name: Coca-Cola Federal Credit Union**

**Job Title: Controller**

**Job Location: Atlanta, GA**

**To Apply and submit resume and cover letter:** [https://coke.wd1.myworkdayjobs.com/coca-cola-careers/job/US---GA---Atlanta/Credit-Union-Controller\\_R-44176](https://coke.wd1.myworkdayjobs.com/coca-cola-careers/job/US---GA---Atlanta/Credit-Union-Controller_R-44176)

### **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