

Position Description

**Accounting & Finance Officer/ Controller**

Financial Reports and Planning:

1. Responsible for regulatory reporting including the Call Report and FR 2900.
2. Responsible for the month end close out of the Bank and Holding Company's general ledger.
3. Oversees the accounting practices of the bank to ensure an accurate financial picture.
4. Responsible for the monitoring and maintaining the Bank's cash position in order to maximize cash management and funds available for investments.
5. Assists the CFO in Asset / Liability Management function.
6. Assists the CFO to manage the bank's investment portfolio to maximize yield and insure adequate liquidity. This includes proper pledging of securities for public funds and all accounting entries.
7. Ensures proper accounting controls are maintained throughout the Bank by reviewing daily general ledger reports.

Operations:

1. Responsible for due from and due to banking activities.
2. Responsible for the accounts payable function for the bank.
3. Responsible for the Bank's Human Resource Administration.

Compliance:

1. Manages the audit function to ensure proper operational and functional controls, and adherence to corporate policies and procedures.
2. Assists with the coordination of all regulatory examinations and audit and accounting work.

Interested parties should contact Kellie Pressnall @ 770/407-6720 or [kellie.pressnall@touchmarknb.com](mailto:kellie.pressnall@touchmarknb.com).