



**Position Title:** Director of Accounting and Controls

**Reports To:** Corporate Controller

**FLSA Class:** Exempt

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**Purpose:**

Responsible for implementing and maintaining a system of internal controls that will ensure company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies, regulatory guidance and US GAAP.

**Duties and Responsibilities**

- Ensures policies and procedures including those related to internal controls, are in place to provide reasonable assurance that company assets are protected and the integrity in financial reporting is maintained
- Coordinates the FDICIA/control activities relative to internal controls documentation and testing
- Serves as the Finance resource for all FIDICA questions regarding methodology
- Provides technical accounting GAAP guidance and support including participation in the development of Company accounting policy
- Assists with the preparation of financial reports ensuring that they are prepared in compliance with policies and directives and US GAAP reporting requirements
- Coordinates work relating to both internal and external audits in the periodic review of the company financial records and the development of remediation of audit findings, related to areas of responsibility
- Reviews monthly/quarterly account reconciliations and other documents to ensure compliance
- Delivers effective financial support and analysis to the bank's management team; this includes researching and interpreting data, making recommendations, and monitoring assignments to effectively support management decision-making
- Reviews workflow in the accounting department, which includes accounts payable, fixed assets, cash management, daily balancing functions, corporate payroll, investment accounting and financial analysis
- Assists with other specific projects and initiatives as requested

**Experience:**

- Bachelor's degree in Accounting or Finance.
- CPA or MBA designation strongly preferred.
- Thorough knowledge of GAAP, state and federal regulations.
- Public Accounting experience desired.
- 5+ years of previous accounting management experience.
- Proficient in Microsoft Word, Power Point, Excel and Outlook. Excellent technical aptitude.
- Excellent verbal and written communication skills. Able to communicate effectively and tactfully with employees and members both orally and in writing.
- Strong mentoring, coaching experience to a team with diverse levels of expertise.
- Strong time management and organizational skills. Ability to multi-task under pressure.
- Exceptional leadership skills; ability to motivate, influence, and engage direct and indirect reports and peers with a significant level of diplomacy and trust.
- Work collaboratively and independently when necessary, while using discretion in decision making and sound judgment in problem solving and critical thinking.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills.
- Energetic, forward-thinking, and creative in business solutions with high ethical standards and trustworthiness.
- Enthusiastic, flexible, collaborative, and proactive; a leader who can positively and productively impact both strategic and tactical initiatives.
- Present a professional, courteous image when interacting with members, teammates, management, business partners, the community, etc.
- Act as a change leader, who can collaborate with diverse interest and adapt to changes within working responsibilities, whether internal, market, or regulatory driven.

**Compliance Accountability:**

- Maintain compliance with all regulations, laws, and bank policies and procedures that pertain to your day-to-day job responsibilities.
- Maintain a working knowledge of all compliance regulations pertinent to your assigned duties by successful completion of any courses assigned on a timely basis.
- Participate in BrandBank's community development program at least one day each year.
- Adherence to BrandBank's Code of Professional Ethics and Conduct as well as observe and promote compliance with the Code among fellow bank personnel, customers and vendors.

*BrandBank is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status.*

**To apply:** <https://www.thebrandbank.com/careers>