



**CITIZENS TRUST BANK**  
A relationship you can bank on

**Position: Controller**

**Location – Atlanta, GA**

The time is now to start your career with Citizens Trust Bank. If you are interested in the positions below and meet the qualifications and requirements, please apply at [www.ctbconnect.com](http://www.ctbconnect.com).

**POSITION SUMMARY:**

Responsibilities include but are not limited to the following:

- Prepares and files the Bank's Call, 10K, 10Q, regulatory, and financial reports before the established deadlines
- Prepares financial statements, disclosures, tax returns, and analyses; assists with the annual report and proxy preparation
- Reviews, updates, and monitors internal controls related to the department
- Creates, reviews, updates, and implements new systems, processes, policies, procedures and manuals
- Analyses financial opportunities and risk mitigation
- Coaches, develops, trains, manages the staff, and the operations of the accounting department
- Reviews monthly branch accounting and various reports for accuracy
- Handles the month and year end closing process
- Prepares correspondence, year to date financials, projections, monthly board and other management reports
- Forecasts the Bank's financial performance and prepares detailed explanations for deviations of fees and operating expenses to budget
- Works with Bank's examiners for financial and accounting requests
- Controls bank expenses and implements cost control improvement programs
- Maintains lines of credits and other banking relationships
- Initiates and implements strategic plans, strategies and solutions to maximize corporate profit
- Ensures the accuracy of Bank's financial reporting and oversees the reconciliation process and general ledger
- Adheres to all policies, procedures, expectations, laws, and regulations
- Monitors and enforces compliance of policies, procedures, guidelines, and bank's practices
- Uses good judgment and makes sound business decisions
- Delivers exceptional customer services consistently to all business lines and maintains productive and effective working relationships with all internal and external customers
- Exceeds all established position's goals, objectives, and expectations
- Demonstrates consistent professional appearance, image, ethics, integrity, demeanor, and represents the CTB Brand
- Leads initiatives, add value, supports the Bank's vision, core values, business principles, goals, and objectives
- Participates in Bank and community related events and activities
- Performs other duties and responsibilities

**QUALIFICATIONS:**

- Minimum five (5) years of comprehensive accounting experience and at least two (2) years' experience managing the general ledger and financial reporting functions
- Strategic thinker with excellent management, leadership, and supervisory skills
- CPA required with a Bachelor's degree in accounting or finance
- Strong technical knowledge and good understanding of general banking regulations, laws, guidelines, GAAP, accounting practices, and related procedures.
- Excellent analytical, technical, problem resolution, and negotiation skills with the ability to interpret financial reports and legal documents
- Working knowledge of month end closing procedures and keeps abreast of industry trends and developments
- Ability to work in a fast paced, high volume environment, and must be adaptable to change
- Excellent quality customer service and telephone skills with the ability to establish relationships in a manner that enhances the overall marketing efforts of the Bank
- Must be able to maintain positive composure and consistently demonstrate professional appearance demeanor, image, and represents the CTB Brand
- Proficient using advanced Microsoft Excel (formulas, graphing, pivot tables); Microsoft Office, FISERV, and other accounting software systems
- Ability to use good judgment, makes sound business decisions, comprehend, and follow directions and instructions
- Ability to produce accurate and organized work with minimum supervision



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- Good presentation, interpersonal relationship building and organizational skills are essential
- Ability to effectively handle and maintain confidential matters and information
- Up to date understanding of industry trends and developments
- Must be a self-starter who is self-motivated with the ability to produce quality results, meet all established goals, objectives, and expectations, and ability to comply with all bank policies, procedures, regulations, and laws
- Ambitious with a strong work ethic, positive behavior, ability to work both independently and as a part of a team, results focused, and detailed-oriented with excellent time management and planning skills
- Excellent communication skills with ability to communicate clearly, concisely, tactfully, and effectively
- Ability to maintain a proactive approach to assignments and multi-task oriented
- Exceptional creativity with ability to prioritize work to meet deadlines
- Must be team player, flexible, resourceful, and energetic with a competitive and winning spirit
- Ability to work through situations and find win-win solutions
- Assertive and demonstrates initiatives

***Citizens Trust Bank is committed to investing in our employees, cultivating a rewarding professional team and results-oriented work environment that is based on respect, accountability, and high quality performance. We offer competitive compensation and a comprehensive employee benefits package for our Full-time employees. Our benefits package includes the following:***

- Medical, Dental, Vision and Prescription
- 401(k) Retirement Plan
- Life Insurance
- Accidental Death & Dismemberment
- Short&/Long Term Disability
- Flexible Spending Account
- Paid Time Off, Vacation and Holiday Pay
- Tuition Reimbursement
- Employer Assisted Housing Program
- Wholesale Membership Program
- Fitness & Wellness Program
- Employee Assistant Referral Services (EAP)
- Legal Shield Program
- Group Cancer & Accident Insurance Programs
- Worker's Compensation Programs
- Awards and Recognition Programs
- Training & Development Programs and much more!

EOE/AA