



CITIZENS TRUST BANK
A relationship you can bank on

We're Hiring!

Atlanta, GA – Controller

Building relationships since 1921, Citizens Trust Bank is an institution built on a rich history of financial empowerment. Our Bank continues to champion its commitment to providing viable business and consumer money management solutions and personalized service to meet the growing needs of its customers. Our mission is to empower generations for financial success.

We are driven to excel and led by our mission of empowerment to prepare generations to secure a financial future. We inspire and execute our institution's values of **INTEGRITY, COLLABORATION, INNOVATION, SERVICE EXCELLENCE, RESPECT, ACCOUNTABILITY and LEADERSHIP** to be the keys to our ongoing success.

Joining our team, you can expect opportunities to enhance personal skills as well as professional growth. As community partners, associates and stakeholders of the bank's legacy - We Are Citizens Trust Bank and we are united in the achievement of the bank and its mission and objectives. We invite you to be a part of our awesome team.

If you are interested in this position and meet the qualifications and requirements, **please apply at www.ctbconnect.com**. Additionally, if you have any questions, please contact us at 404-575-8262.

POSITION SUMMARY:

Responsibilities include but are not limited to the following:

- Oversees and manages the day-to-day operations and activities of the Accounting Department
- Handles the month, quarter, and year end closing process, including the reconciliation of the general ledger
- Controls bank overhead expenses and make recommendations to improve the bank's cost structure; implements and manages approved expense controls
- Prepares and responsible for the accuracy and timely completion of the company's financial statements and regulatory filings (Call Reports, FR Y-9SP, Corporate Annual Reports to Shareholders, Proxy Statements and Notices, etc.); ensures all financial reporting processes are compliance with appropriate GAAP standards and regulatory requirements
- Evaluates and recommends annual insurance coverage for protection against property losses and potential liabilities; manages and oversees the bank's property casualty and liability related insurance programs
- Serves as a contact and interacts with board members, shareholders, investment bankers, regulators and external auditors
- Manages the Treasury functions of the bank, which includes the investment portfolio, liquidity management, and pledge requirement for public deposits
- Coordinates and prepares the tax returns for real property, personal property, intangible, etc.
- Determines depreciation rates to apply to capitalized items and advises management on desirable operational adjustments due to tax revisions
- Prepares and presents clear, accurate, concise and effective correspondence, communications, documents, presentations, year to date financials, projections, analysis, forecasts, monthly board and management reports, and other reports and information
- Manages cash flow by tracking transactions and regularly reviewing internal reports
- Maintains internal control and safeguards for receipt of revenue, costs, program budgets and actual expenditures
- Maintains an accurate chart of accounts and a system of controls over accounting transactions; ensures that all financial transactions are properly recorded, filed and reported; examines all financial reports and data closely to check for discrepancies
- Prepares ALCO and Audit Committee Meeting information packages and reports for board of directors' and committee meetings; records and prepares ALCO and Audit Committee meeting minutes
- Attends ALCO and Audit Committee meetings and other bank related meetings
- Manages the bank's annual strategic budgeting process; develops, implements and tracks the annual budget and strategic plan for the Accounting Department
- Assists bank's examiners, internal and external auditors as needed during examinations, audits and other engagements
- Reviews, develops, updates, revises, implements, maintains and enforces a documented system of effective and efficient accounting internal controls, policies, procedures, guidelines, etc.
- Makes presentations and presents reports to the executive and senior management, board of directors, stakeholders, and others
- Ensures that accounts payables are paid accurately and in a timely manner and all accounts receivables are collected promptly
- Increases the efficiency and digitalization of all accounting related processes, functions and systems



- Demonstrates and maintains sound, update-to-date, and comprehensive working knowledge and understanding of all aspects accounting, financial and banking related regulations, laws, industry trends, developments, financial forecasts, bank policies, procedures, guidelines, rules, processes, practices and expectations related to areas of responsibilities and banking solutions, products, and services offered by the Bank, its subsidiaries, strategic alliances, third-party service vendors and competitors.
- Reviews, ensures timely updates, and maintains contracts; completes the annual vendor management and business continuity reviews and updates process; ensures compliance with the Vendor Management and Business Continuity Programs
- Uses experience and knowledge to drive and contribute to outstanding team performance
- Ensures and complies with all local, state, and federal government reporting requirements and tax filings
- Recruits, coaches, develops, motivates, and manages the Accounting Department team; reviews and updates performance metrics and job descriptions
- Initiates and implements strategic plans, strategies, and solutions to maximize corporate profit
- Monitors and enforces compliance of policies, procedures, guidelines, expectations, and bank's practices
- Interprets and analyzes accounting and financial related laws, rulings, and regulations; reviews regulatory requirements to determine applicability and impact on the bank's operations
- Collaborates and cultivates effective relationships with all business lines for excellent results, obtains and maintains insight of needs and opportunities to ensure that customer expectations are exceeded; creates and promotes a positive and supportive work environment
- Exceeds all established performance and position's goals, objectives, and expectations

Other Duties and Responsibilities:

- Adheres to all policies, procedures, guidelines, expectations, laws, regulations and training requirements
- Uses good judgment and makes sound business decisions
- Ensures that the Accounting team delivers exceptional customer service consistently to all business lines and maintains productive and effective working relationships with all internal and external customers, service providers and vendors, as well as, adheres to response turn around standards
- Demonstrates personal accountability and maintains and handles all confidential, complex, and sensitive matters and information discretely and appropriately
- Facilitates effective and efficient meetings and training sessions
- Leads initiatives and projects, mitigate risks, adds value, and supports the Bank's vision, mission core values, business principles, goals, and objectives
- Attends, assists and participates on bank committees; attends, participates, promotes and represents the Bank at business, professional, and community events, functions, meetings, organizations, associations, programs, and activities to support and broaden Bank's image and visibility and help increase business development and other related opportunities
- Demonstrates consistent professional appearance, behavior, image, high level of integrity, ethics and consistent represents the CTB Brand
- Manages other assigned functions and performs other duties and responsibilities as assigned

Qualifications, Skills and Abilities:

- Minimum 10 years of proven comprehensive and progressive accounting, financial reporting, management, leadership experience in a banking environment
- Bachelor's degree or master's degree in accounting, finance, economics, business administration, management or related field; Certified Public Accountant designation required
- Strong knowledge and 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 current understanding of industry's trends and developments
- Digital and technology-savvy; proficient in using advanced Microsoft Excel (formulas, graphing, pivot tables, etc.), Microsoft Office, FIS core system, and other innovative accounting and reporting systems
- Expert level written and verbal communication and diplomacy skills with the ability to communicate clearly, concisely, persuasively, informatively, tactfully and effectively work across all levels of the organization
- Demonstrated ability to use accurate and great judgment, discretion, and reasoning, as well as, make sound business decisions, comprehend and follow directions and instructions
- Highly resourceful team player with excellent presentation, interpersonal, relationship building, leadership, organizational, and in-depth supervisory skills are essential
- Possess the ability to readily analyze and interpret government regulations, assess and articulate complex problems and solutions; strong analytical, technical, problem resolution, project management, strategic and critical/logical thinking, research and negotiation skills
- Must be a self-starter who is self-motivated and directed with the ability to resolve accounting related problems, produce accurate and organized work with minimum supervision, handle multiple tasks; goal oriented with the ability to produce quality results, meet all established goals, objectives, deadlines, and expectations; ability to comply with all bank policies, procedures, regulations, and laws
- Excellent quality customer service, telephone and listening skills with a genuine interest in serving customers and the ability to collaborate and build good cross-functional business relationships



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- Outgoing and trustworthy with the ability to effectively handle and maintain confidential matters and information
- Demonstrated ability to conduct and facilitate effective meetings, reconciliation and accounting related training classes
- Ability to work independently in a fast paced, high performance and changing environment, and must be able to adapt to change
- Must be able to demonstrate and maintain a positive composure and consistently demonstrate professional appearance, demeanor, image, and consistently represents the CTB Brand
- Ambitious with a strong work ethic and high integrity, positive behavior, ability to work both independently and as part of a team in a collaborative environment; detailed-oriented with excellent time management and strategic planning skills
- Exceptional creativity with the ability to prioritize work and meet deadlines
- Must be mature, flexible and energetic with a competitive and winning spirit
- Assertive and demonstrates initiative with the ability to work through challenging situations and find win-win solutions

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:

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

EEO/AA

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