

join our  
**team!**



Greater Community Bank is looking for a detail-oriented and motivated Controller to oversee the accounting and financial areas of the Bank. The Controller is responsible for helping Management develop the information systems that are necessary for effective decision support to the business units in the company. The Controller is also responsible for a variety of clerical and administrative duties related to the Bank's accounting functions.

**Essential Duties:**

- Prepares and manages the following accounting and reporting duties:
  - Accounting controls
  - General Ledger chart of accounts
  - Standard journals and accruals
  - Balancing and reconciliation control
  - Accounts payable
  - Accounting record retention
  - Securities accounting and record keeping
  - Prepaid expenses and other liabilities accounting
  - Income tax and other tax accounting
  - Fixed asset accounting
  - Analytic review and reporting
  - Shareholder accounting
- Prepares management reporting and regulatory reporting functions, including:
  - Monthly management and board reports
  - Monthly loan loss reserve evaluations
  - Quarterly FFIEC call reports
  - Annual Summary of Deposits report
  - Annual 1099 tax returns
  - Annual Backup Withholding return

- Annual Sales Tax return
- Annual property tax returns
- Annual business license and occupation tax returns
- Oversees the daily funds settlement with correspondent banks and FRB.
- Manages the securities and borrowing settlements.
- Oversees maintenance of Federal Reserve Bank & correspondent bank resolutions and service agreements.
- Maintains daily funds position reports.
- Prepares Quarterly Asset and Liability Reports.
- Manages the Bank's shareholder record keeping.
- Processes periodic debt service payments
- Completes yearly earnings distributions to shareholders.

**Required Education, Experience and Skills:**

- Combination of four years college education and/or at least four years' experience in an accounting department and/or similar clerical experience desired.
- Basic understanding of liabilities and payment obligations.
- Basic understanding of department purchasing activities and supply management.
- Basic understanding of general ledger account structure.
- Ability to reconcile assigned general ledger accounts.
- Proficiency with MS word and Excel and QuickBooks for Windows.
- Good verbal and written communications skills.
- High degree of accuracy and attention to detail.
- Good organizational skills in administrative functions.
- Basic skills in accounting (e.g., 10-key calculator, typewriter, and computer data entry).
- Demonstrated record of good work attendance.
- Ability to work well with vendors and cooperatively with other staff and departments.

Please submit a resume to [Careers@GreaterCB.com](mailto:Careers@GreaterCB.com). Greater Community Bank is an Equal Opportunity Employer.