



JOB TITLE: Controller
DEPARTMENT: Accounting
POSITION REPORTS TO: CFO
COMPENSATION: Minimum Starting Salary \$58,779, annually
FLSA STATUS: Exempt
REVISION DATE: Created January 2019

TFCU is a positive, fun place to work where creative Team Members love working together, learning new things and leading by example. This is our 3L culture: *Loving, Learning, Leading!* We're serious about being awesome, but we don't want to take ourselves too seriously. If you think you are a good fit for our 3L culture, let's share a few more details about what you would do:

POSITION SUMMARY:

The ideal candidate for our Controller position will have strong leadership skills, interpersonal flair and more than a touch of charisma. Our Controller oversees the day-to-day functions of our awesome accounting (aka Accountables) team; ensures that reports, accounts, systems, and policy is maintained in accordance with generally accepted accounting principles (GAAP).

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential responsibilities or duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RESPONSIBILITIES AND BASIC DUTIES:

Essential Responsibilities, % of Time Spent for the Resolutions Manager.

Leadership- 50%

- Clearly communicate the Credit Unions overall mission, culture and goals to the team.
- Cascade information (like a waterfall). Provide open and transparent communication within your department and other departments as needed.
- Encourage team members to “sweep their own doorstep” by boosting their development and working together to set goals.
- Be excited to recognize team members who positively reflect the Credit Union core values.
- Be their champion- Check-in with the team to provide honest timely ongoing feedback.
- Be adaptable and able to think on your feet. When faced with new challenges, or tough conversations, failure simply isn't an option.
- Be Awesome!

Controller Responsibilities- 50%

- Ensure ongoing A/P, A/R, G/L, Reporting and Reconciliation activity is efficiently and effectively carried out by the department.
- Prepares all monthly, quarterly and annual Credit Union financial statements.

- Maintains and updates the essentials for the Credit Union's financial accounting and reporting system to ensure the proper and accurate record-keeping of accounting transactions according to (GAAP).
- Monitors the annual budget process including developing and monitoring ongoing business performance metrics.
- Coordinates all required regulatory reporting.
- Coordinates the activities of all external auditors and regulators.
- Audits internal policies and procedures for quality assurances purposes.
- Ability to follow applicable federal, state, and local laws and regulations that regulate the Finance industry; including but not limited to BSA/AML, CPI, and OFAC.

QUALIFICATIONS/EXPERIENCE:

Required:

- Bachelor's degree in accounting, finance, or five years similar or related accounting department leadership experience.
- Demonstrated leadership experience.
- Proficient computer skills, including Microsoft Outlook, Word, and Excel.
- Ability to be bonded.

Preferred:

- Certified Public Accountant or Certified Management Accountant designation.
- Experience using core system Portico/Fiserv specically using the Wisdom suite.
- Pervious Credit Union experience.

PHYSICAL DEMANDS:

- Indoor work environment. Working conditions include attendance at meetings held before and after regular business hours.
- Travel to other branches and outside training as needed.
- Perform the following with or without reasonable accommodation: stand, sit kneel, reach, light work lifting-carrying, and/or pushing 25 lbs. See (near and far) for reading data on a computer screen, hear and talk in ordinary conversation and telephone calls.
- Approximately 90% of this position's duties require the use of a computer.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

POSITION CONTENT:

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary.

SIGNATURE:

This job description has been approved by all levels of management:

People and Culture _____

The signature below constitutes the understanding of the above job requirements, essential functions and duties of the position.

Name _____ Signature _____
Date _____

Tucoemas Federal Credit Union does not discriminate against any applicant or employee because of race, religion, age, gender, national origin, marital status, disability, sexual orientation, or any other classification unrelated to the candidate's ability to perform essential job functions.