



*Savings Bank*  
OF MENDOCINO COUNTY  
Member FDIC

## **Job Description**

**Job Title: Assistant Controller**

**Department: Controller**

**Reports To: Controller**

**Salary Grade/Salary Range: 15**

**Revision Date: 1/23/2015**

### **Position Summary**

**Prepare financial reports to bank management, outside regulators, CPA's and customers. Assists in maintaining accounting systems and fixed asset system; and resolving general ledger differences. Processes accruals. Helps to train departmental staff on an as-needed basis. Responsible for maintaining subsidiary general ledgers, accruals, cash management, and reporting. Assists Controller with daily operations. Assist Controller and Chief Financial Officer in other projects as needed.**

### **Essential Duties and Responsibilities**

- Regular and predictable attendance and punctuality.
- Prepares financial statements, disclosures, tax returns and performs financial analysis.
- Assists with Annual Report and proxy preparation.
- Prepares monthly Board of Director financial reports.
- Prepares quarterly Call Reports.
- Designs and implements new systems and reports for internal and external reporting.
- Reviews, updates and monitors departmental internal control.
- Process monthly accruals.
- Maintains fixed assets accounting system.
- Prepares and files State and local filings.
- Participates in FIS annual release and interim release testing and interpretation.
- Coordinates Bank quarterly transmission and reconciliation for interest rate risk model.
- Training and updating procedures manuals.

- Ensure that daily attendance sheet and daily EmpowerTime entry is completed by established deadlines as applicable.
- Complete risk management tasks for areas of responsibility or as assigned, including but not limited to: ensuring that published policies and procedures are kept up to date; required risk assessments are completed and re-visited at appropriate intervals; all vendor management due diligence and other documentation is completed for new and existing vendors.
- Write performance reviews, counseling documents and quarterly coachings within prescribed deadlines for timeliness. Deliver to staff members, as applicable.
- Other duties as assigned.

### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty 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.

### **Education and/or Experience Requirements**

- Bachelor's degree in accounting, finance, economics, business administration or related field.
- Minimum five (5) years of accounting experience with two (2) years of experience in financial statement reporting, tax returns and managing general ledgers.
- Strong working knowledge of internal control over financial reporting, to include either Sarbanes-Oxley Section 404 or FDIC Act Part 363 (FDICIA).
- Strong technical knowledge of banking regulations, laws, guidelines, GAAP and related procedures.
- Excellent analytical, problem resolution and negotiation skills.
- Ability to interpret financial reports, regulations and legal documents.
- Knowledgeable of monthly closing and keeps abreast of industry trends and developments.
- Ability to work in a fast paced, high volume environment; must be adaptable to change.
- Excellent quality customer service skills and 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, image and represent the SBMC brand.
- Proficient in Microsoft Office and working knowledge of FIS or other Bank accounting software.
- Ability to produce accurate and organized work with minimum supervision.

- Great presentation, interpersonal relationship building, managerial organizational and leadership skills are essential.
- Ability to effectively handle and maintain confidential matters and information.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums. Ability to write routine correspondence and communicate effectively and tactfully, orally and in writing with fellow employees, customers, vendors and management.

### **Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use a basic calculator.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### **Other Skills and Abilities**

- Must be a self-starter who is self-motivated with the ability to produce results, meet all established goals, objectives and expectations.
- Ambitious with strong work ethic, positive behavior, ability to work both independently and as part of a team.
- Excellent communication skills with ability to communicate clearly, concisely, tactfully and effectively.
- Multi-task oriented with the ability to maintain a proactive approach, energetic with competitive spirit that understands the team concept.
- Exceptional creativity with ability to prioritize work to meet deadlines.
- Ability to work through situations with limited standardization and find win-win situations.
- Assertive and demonstrates initiative.
- Ability to learn H360 (Cognos) and query (AS400) functions.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 10-20 pounds and occasionally lift and/or move 10-20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Post-offer physical is not required for this position.

**Acknowledgment:**

*I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.*

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**