



VP, CHIEF ACCOUNTING OFFICER

TITLE: VP, Chief Accounting Officer	REPORTS TO: EVP/Chief Financial Officer
DEPARTMENT: Finance	FSLA: Exempt
JOB SUMMARY:	
<p>The VP/Chief Accounting Officer will report directly to the EVP/Chief Financial Officer and be responsible for all operational accounting and financial reporting matters of the bank. Oversight and direct participation in accounting operations include all phases of General Accounting, Financial Statement Preparation, Federal and State Bank Taxation. Oversight of the financial processes will include driving financial initiatives, oversight of financial reports and budgeting process. Essential elements of the position are to maintain the integrity of the general ledger, internal controls over financial reporting, financial statements, and accounting policies and procedures. Performs supervisory duties and leadership of accounting staff.</p>	
EXAMPLES OF KEY DUTIES: <i>(Duties are illustrative and not inclusive and may vary with individual assignment.)</i>	
<ul style="list-style-type: none"> ➤ Ensures the general ledger, accounts payable, fixed assets and investment accounting functions are managed appropriately and internal procedures operate smoothly. ➤ Reviews the GL for reasonableness of recorded income, expenses, and taxes. Directs the reconciliation process of the bank’s asset and liability accounts. ➤ Oversight of all internal management reports for the bank and its subsidiaries, where applicable. ➤ Oversight of the quarterly FDIC Call Report. ➤ Preparation of the bank’s audited financial statements and associated footnotes. ➤ Oversight of all other reports as required under federal and state banking regulations. ➤ Maintain financial reporting compliance with GAAP. ➤ Maintains inventory of income tax timing differences, accounting for deferred tax asset or liability, and preparation of audited financial tax footnote. ➤ Provides tax information to bank’s external tax consultant for preparation of annual state and federal tax returns. ➤ Responsible for establishing, coordinating and maintaining bank profitability measurement solutions and for performing business analytics. ➤ Assists the CFO in leading and motivating the workforce through insightful contributions to the strategy and planning process. ➤ Ensures timely financial and economic statistical reports for management and/or Board use. ➤ Oversees preparation of financial analysis for the accounting close and regulatory filings. ➤ Direct liaison for Internal and External Audit as it relates to the compliance of financial reporting and business controls. 	

The above statements are intended to describe the general nature and level of work performed rather than an exhaustive list of all duties and responsibilities and skills required for the position. The Job duties may be changed at any time at management's discretion. The job description is not intended to create an employment contract of any kind.



- Presents a positive, persuasive and professional presence.

QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in Accounting or Finance
- Advanced Business Degree Preferred (e.g., MBA)
- At least 10 years of direct experience in the finance field, including overall financial management, investment portfolio management, financial analysis, accounting, reporting, forecasting and strategic planning.

Required Skills:

- Thorough understanding of bank financial management.
- Knowledge of and experience with state and federal bank regulations and reporting requirements.
- Knowledge of asset/liability management and other risk management practices.
- Proficiency with MS Office, including Word, Outlook and advanced Excel skills.
- Ability to use and to oversee others in the use of accounting software, including general ledger, investment accounting, asset/liability management and accounts payable.
- Requires extensive experience and sound judgment to plan and accomplish goals.
- Must possess strong communication and leadership skills, analytical problem solving skills and organization skills
- Must be able to take comprehensive financial detail and summarize it in business terms, concisely and accurately both orally and in writing.

PHYSICAL DEMAND AND EQUIPMENT USED:

- Must be able to sit, walk or stand for extended periods.
- Must be able to travel to branch locations.
- Must be able to travel for business related matters.
- General Office environment
- General Office equipment

LAST UPDATED: July 2022

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