

JOB TITLE: Accounting Manager / Controller

FLSA STATUS: Exempt

DEPARTMENT: Administration

REPORTS TO: President and CEO

PRIMARY FUNCTION:

The Accounting Manager is responsible for developing and maintaining accounting principles, practices and procedures that properly reflects the financial position of the bank through reliable accounting information. This includes all facets of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and assistance with budget and forecast activities. This person will use this information as a basis for management planning and decision making, and for fulfilling financial reporting requirements.

RESPONSIBILITIES:

- Assist in preparing annual budget based on project operating costs and the bank's asset/liability plan. (Final approval of plan resides with President).
- Prepare monthly financial board reports that compare actual versus planned budgetary performance and prior year comparisons. Identify any deviations from plan and review results with President. Prepare Net Margin Analysis, Investment Holdings, Expense Review, and calculate book value of stock.
- Prepare the quarterly FDIC Call Report (Consolidated Reports of Condition and Income) and the holding company FR Y-9SP and FR Y-6. (Other Federal Reserve reports completed on an annual basis or as circumstances deem necessary).
- Prepare and submit quarterly reports to various regulatory and governmental departments which include but are not limited to: FHLB Collateral Report; Sales and Use Taxes; Village of Little Chute Ratio Compliance; and FR 2900 (to calculate reserve requirements).
- Accrue and account for the quarterly FDIC Assessment.
- Prepare Asset/Liability analysis reports. (GAP Analysis; Contingency Funding Analysis; Brokered CD Analysis; Purchased Funds report, etc.). Consult and coordinate with the Asset/Liability consultants to achieve quarterly objectives.
- Prepare the month-end accruals and month-end reconciliation of the investment portfolio. Post all monthly interest entries. Prepare all necessary paperwork for any purchases, sales or pre-refunds on a monthly basis. Wire funds to complete transactions.
- Prepare all documentation for brokered CD's and FHLB borrowing transactions. Wire funds to complete purchases and sales. Complete internal reports for ALCO and management decision making.
- Produce accurate and timely payment of the bank's bills.
- Review all annual 1099 Miscellaneous Income Statements produced from internal Accounts Payable system.
- Monitor income and expense accounts.
- Assist the outside CPA firm (Wipfli) in the calculation of the corporate income taxes which result in the annual estimated tax payments. Submit accurate quarterly income tax payments for the bank and holding company throughout the year.
- Review and classify all bank capital and operating expenditures for outside CPA firm to produce annual Fixed Asset Schedules. Review Personal Property Tax forms after completion by accounting firm.
- Produce and control subsidiary ledgers that accrue or amortize various expense and income accounts.

- Account for and monitor entries relating to other real estate.
- Classify and monitor all OREO and past-due loan expense and/or income activity to produce summaries and requested management reports.
- Perform General Ledger maintenance by establishing new accounts to provide adequate operating and financial data and to meet the reporting requirements of various regulatory agencies. Close accounts when necessary.
- Reconcile various internal Demand Deposit Accounts on a monthly basis.
- Member and secretary of the Asset/Liability Committee (ALCO).
- Continue to develop accounting, asset/liability and compliance skills and knowledge through internal and external webinars and seminars.
- Perform any and all other functions as required by the position or requested by management.

EDUCATION AND EXPERIENCE

- Minimum of a Bachelor's Degree in Accounting or related field. Equivalent combination of education and/or experience will be considered.
- 5 years of relevant experience preferably in a Financial Institution.
- Working knowledge of banking practices and procedures.
- Advanced financial, problem-solving and analytical skills.
- Comprehensive understanding of financial products and services.
- Proficient in Microsoft Office including Word and Excel.

KNOWLEDGE, SKILLS AND ABILITIES

- General accounting knowledge, including GAAP, G/L, A/P, Fixed Asset and Financial Reporting.
- Understanding of accounting issues applicable to Financial Services industry.
- Knowledge of Financial Institution regulatory reporting required.
- Prior experience using FISERV Premiere and BMO bond accounting reports desired.
- Produce a high level of quality in work outputs, including: accuracy, thoroughness, timeliness, and attention to detail.
- Provide candid, thoughtful feedback as to the functioning of the department and appropriateness of processes, entries and workflow.
- Provide excellent service to all internal customers and vendors. Work professionally with all levels of the organization including senior/executive management as well as external auditors and examiners.

PHYSICAL DEMANDS

- Physical Requirements (with or without accommodation): This position requires long periods of sitting, talking, and listening. Frequent computer and phone use required. Ability to lift 15 pounds required.

WORK ENVIRONMENT

- The position is primarily an office-based position but requires occasional travel, some overnight, for training sessions or conferences.

Please email your résumé to Jill in Human Resources or call with questions pertaining to the position.

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