

LIBERTY BAY BANK

Controller JOB DESCRIPTION

TITLE:	Controller	REPORTS TO:	CFO
FLSA:	Exempt	CATEGORY:	Full Time
SHIFT:	Monday-Friday 8:00 a.m.–5:00 p.m.	DATE:	October 2016

SUMMARY

The position of Senior Accountant is responsible for supporting the Chief Financial Officer in ensuring the smooth operation of the department by performing a variety of accounting duties; prepare and review certifications; maintains files; and performs other duties associated with the Bank's general ledger accounts.

Assures compliance with all Bank policies and procedures, as well as, all applicable state and federal banking regulations, including BSA/AML.

ESSENTIAL DUTIES

1. Reviews income and expense general ledger entries for appropriateness and assures all monthly entries have been made, accrued or prepaid for the month before month end close.
2. Performs monthly yield analysis on Investments, Loans and Deposits.
3. Prepares monthly and quarterly financial reports for the Board of Directors.
4. Prepares monthly deposit "What if Reports" for Interest Rate review.
5. Maintains recordkeeping of Stock Options and monthly expense.
6. Prepares general ledger entries and reviews transactions prepared by Accounts Payable prior to posting; including entries for daily cash management, investment securities, lease accounting, payroll, fixed-asset depreciation, prepaid and accrued expenses.
7. Prepares daily general ledger reconciliations including correspondent bank accounts and application subsidiary records. Prepares monthly general ledger reconciliations; ensures all balance sheet accounts have been reconciled and proper documentation is maintained in files; follows-up on any outstanding suspense items older than 90 days as needed.
8. Prepares daily Cash Management reports.
9. Prepares the monthly B&O tax calculation for online filing with the State.
10. Prepares the monthly and quarterly WA State Public Funds reports.
11. Prepares and reviews the quarterly FDIC Call Report and transmits after final approval by the CFO.
12. Assists with the gathering of information for audits and examinations by Regulators and Auditors as needed.
13. Prepares special reports using InfoSite as needed and ensures reports are accurate.
14. Operates personal computer to process account activity, determine balances, and resolve problems within given authority.

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15. Performs related clerical duties such as answering the telephone, taking messages or forwarding calls, copying, typing routine letters, envelopes and forms, and filing.
16. Treats people with respect; keeps commitments; Inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.
17. Demonstrates knowledge of and adherence to EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes working environment free of harassment of any type; builds a diverse workforce and supports affirmative action.
18. Follows policies and procedures; completes administrative tasks correctly and on time; supports the Bank's goals and values; benefits the bank through outside activities.
19. Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

SECONDARY DUTIES

The position of Senior Accountant performs duties specific to the position and other functions as assigned.

SUPERVISORY RESPONSIBILITY

Not applicable currently

ENVIRONMENT AND PHYSICAL ACTIVITY

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to 10 pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

The incumbent for this position may operate any or all of the following: telephone, cellular telephone, personal digital assistant (PDA) and/or Blackberry, copy and fax machines, adding machine (calculator), check protector, scanner and image systems, scanning equipment, encoder, money counter, credit card terminal, typewriter, computer terminal, laptop computer, personal computer and related printers, or other equipment as directed.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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.

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MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, multiple concurrent tasks, and constant interruptions.

MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Associate's degree (AA) or equivalent from a two year college or technical school; or 5 years of related experience and/or training; or the equivalent combination of education and experience. Work related experience should consist of a financial institution accounting or bookkeeping background. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be business or financial industry related.
- Basic knowledge of related state and federal banking compliance regulations, and other Bank operational policies.
- Ability to read, analyze and interpret general business periodicals, professional journals, and technical procedures.
- General banking experience, methods and procedures related to Federal Funds transactions and bank account or general ledger reconciliation.
- Intermediate skills in computer terminal and personal computer operation; mainframe computer system; word processing and spreadsheet software programs.
- Intermediate typing skills to meet production needs of the position.
- Basic math skills; calculate interest and balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; count currency, coin and negotiable instruments in a timely manner.
- Effective verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions, interpret documents, understand procedures, write reports and correspondence, and speak clearly to customers and employees.
- Ability to deal with difficult problems involving multiple facets and variables in non-standardized situations.
- Effective organizational and time management skills.
- Ability to work with minimal supervision while performing duties.
- Current driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

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These above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management reserves the right to change this position description at any time according to business needs.

We are proud to be an Equal Opportunity Employer.

Employee Signature

Date

Manager Signature

Date