



1st Capital Bank

POSITION DESCRIPTION

Title: Assistant Controller

Reports to: Controller

FLSA Status: Exempt

POSITION SUMMARY:

The Assistant Controller supervises the Accounting Department staff and supports the Controller in the day to day management of the Bank's accounting processes including accounts payable, fixed assets, accruals, prepaid assets, general ledger, month-end close and general ledger analyses / certifications. The Assistant Controller interfaces regularly with employees throughout the Bank and many of the Bank's vendors, particularly those associated with internal audit, attestation audit, financial systems, and tax compliance services. The Bank is currently not a reporting entity under the Exchange Act, but follows many of the practices of an SEC registrant.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Obtains and maintains a thorough understanding of the general ledger structure of the Bank ensuring appropriate controls are in place in accordance with GAAP and regulatory requirements.
- Develop and/or maintain written policies and procedures for the accounting department.
- Manages the daily reconciliation and review of the general ledger.
- Manages the Bank's processes for accounts payable, accruals, prepaid assets, and fixed assets.
- Monitors accounts payable to ensure efficient and accurate payment processing for employee expense reimbursements and vendor payments.
- Works with the Bank's correspondent banking relationships and supports the Bank's compliance with Federal Reserve Regulation F.
- Responsible for accounting for the Bank's investment securities portfolio.
- Manages investment securities safekeeping.
- Generates ongoing reporting and analysis budget vs. actual variance analysis.
- Manages Bank collateral to maximize available borrowing capacity.
- Manages the month-end close process.
- Supports the Controller in preparing information for management, auditors and regulators.
- Prepares supporting schedules for a variety of regulatory reports, including the quarterly Call Report, bi-weekly FR 2900 Reserve Requirements and the annual Summary of Deposits.
- Prepares ad-hoc analyses in support of board, management and regulatory reporting.
- Supervise and support the development of the accounting staff.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting or a related discipline.
- Previous accounting experience in the banking industry preferred.
- Comprehensive understanding of GAAP and regulatory reporting.
- Strong written and verbal communication skills.
- Strong analytical skills.
- Detail oriented with a high degree of accuracy.
- Ability to complete tasks within prescribed time frames.
- Ability to work independently and collaborate effectively as a team member.
- Intermediate to advanced excel skills.

SUPERVISORY RESPONSIBILITIES

This position may supervise one (1) or more individuals.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 talk or hear. Employee frequently is required to sit for prolonged periods. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.
- Noise level in the work environment is usually moderate.

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