



Controller

Century Federal Credit Union, established in 1948 and one of the largest credit unions in Northeast Ohio currently has an opening for a Controller.

The Controller directs accounting operations, institutes and maintains internal controls, and serves as the financial management resource to staff on all levels. Responsible for providing valuable insights, information, ideas, and expert opinions necessary to support the strategic direction and business plan objectives. The Controller leads process improvement efforts to streamline and improve accounting, internal controls, and financial and regulatory reporting. Organizes and directs all general finance and accounting activities in accordance with GAAP and stays abreast of all relevant regulations and laws. Maintains accounting systems that ensure the proper accounting and recording of organization resources; provides financial statements, analysis and other key management and ad-hoc reports; and is a key player in budget preparation. Responsible for supervision of the accounting/finance team and associated responsibilities, ALM, budgeting, cash management, regulatory reporting, and developing and maintaining accounting processes and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement plans, action steps, programs and processes necessary to achieve the overall business and operational objectives of the Credit Union, including all functions within the Accounting/Finance positions' responsibilities.
- Ensure cash flow is appropriate for the organization's operations.
- Manage vendor relationships.
- Prepare reliable current and forecasting reports.
- Work with the internal auditor to ensure compliance with internal controls.
- Maintain ongoing communication with the CFO, informing him/her of all pertinent problems, irregularities, new developments, changes and other important information within area of responsibility.
- Allocates resources according to priorities and within budget parameters. Consults with CFO on operational issues and gathers information/creates performance management documents.
- Responsible for the management, direction, and operation of the general accounting and finance activities of the credit union to include the general ledger, accounts

payable, fixed assets, prepaids, treasury, financial and regulatory reporting, ALM, cash management, investments, including updating department policies and procedures.

- Manage the investment portfolio to ensure adequate liquidity for loan funding and compliance with board-approved policies.
- Ensure that the allowance for loan losses/CECL provide adequate reserves for loan loss including qualitative and quantitative factors. Stay current with CECL methodologies and ensuring the credit union is utilizing the best methodology for appropriate reserves.
- Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control. Must be in full compliance with applicable FASB and NCUA pronouncements and regulations.
- Provides advice, performs research and renders opinions on the accounting ramifications of various transactions from a regulatory and GAAP standpoint.
- Responsible for quarterly NCUA call report, ALM and other quarterly outputs to vendors and outside professionals.
- Responsible for the annual financial statement audit including the coordination with auditors, preparation of draft statements and disclosures, and compilation/coordination of auditor requests. Serves as the primary contact for the financial statement audit.
- Coordinates with the CFO to ensure ALM assumptions are appropriate for the organization and economic climate.
- Provide ongoing coaching, mentoring, and training to staff to encourage their development and performance. Establish departmental and individual goals and objectives that are consistent with the operating plan.
- Analyze the workflow of the accounting functions throughout the Credit Union; recommend and implement changes to improve efficiency and reduce costs.
- Work to develop policies, procedures, programs and strategies to ensure the accounting functions of the Credit Union provide a timely, ethical, and accurate picture of the financial operations of the Credit Union.
- Maintain chart of accounts for the Credit Union, direct staff in monthly review and certification of general ledger balances. Work closely with accounting software vendors to ensure data integrity and efficient workflow processes.
- Ensure timely and reliable preparation of monthly financial reports, quarterly 5300 NCUA Call Report, and other financial reports, as necessary.
- Perform all responsibilities in accordance with Generally Accepted Accounting Principles (GAAP) and regulatory requirements.
- Provide support in the budgeting process including research, planning, reporting, and input into the general ledger system.
- Oversee, monitor, and interpret financial statement analysis to include a monthly written summary of financial performance.
- Ensure that timely and accurate services are provided to internal and external customers by providing managerial leadership, direction, and effective monitoring of performance.
- Oversee and manage contractual relationships with external vendors and suppliers. Evaluate contracts, purchase orders and other binding agreements.
- Prepare reports, gather information and make presentations as necessary and directed.

- Demonstrate leadership to Credit Union staff by acting as a role model for department and credit union staff.
- Perform additional duties as assigned.

REQUIRED KNOWLEDGE

- Expert accounting knowledge.
- Knowledge of generally accepted accounting principles (GAAP), applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

EXPERIENCE REQUIRED

- Five to ten (5-10) years of similar or related Accounting experience in a financial institution.
- Three to five (3-5) years of progressively responsible work experience in a management or supervisory role.
- Leadership ability, confidence and executive presence, as demonstrated by successful work experience in a leadership role at a financial institution.
- High level of expertise in the use of personal computers in a networked environment with excellent spreadsheet, database, accounting, and analysis experience.

SKILLS AND ABILITIES

- Excellent organization, planning, staff development and leadership skills.
- Effective communication skills, both written and verbal to disseminate information to the wider organization in a relevant and contextual manner.
- Excellent interpersonal, problem-solving and presentation skills to effectively resolve problems, think critically, and communicate with management, staff, and outside contacts.
- Excellent analytical skills, people skills and self-direction.
- Proficiency with PC accounting, spreadsheet, and word processing software.
- Strong prioritization and time management skills.
- Strong presentation skills that allow for tailoring of items to specific groups.
- Ability to design, implement and maintain financial management programs, plans and initiatives.
- Ability to collect pertinent data, establish facts and draw valid conclusions, as well as formulate ideas and recommendations.

EDUCATION/CERTIFICATION

- Bachelor's degree from an accredited college or university in Accounting, Finance, Economics, or related field.
- Graduate degree preferred; CPA required.

The successful candidate must meet and comply with all requirements set forth in the SAFE Act, including, but not limited to successful completion of the required background check, drug screen, and satisfactory credit score.

Century Federal Credit Union offers competitive pay, a full range of outstanding benefits including tuition reimbursement, opportunity for advancement, and work/life balance.

We, at Century Federal Credit Union, believe that by valuing the differences among us, we demonstrate our commitment to treating all of our employees and members with fairness, dignity and respect. "Together We're Better" is our motto.

We are an Equal Opportunity Employer