



## Controller

This is your chance to join Fleetwood Bank, the only independent community bank headquartered in Berks County. We have an exciting opportunity for an experienced Controller for our Accounting Department.

The location is Fleetwood

The hours are Mon-Fri 8AM -5PM

Excellent Benefit Package and Paid Time Off Available

The successful applicant will be responsible for the day to day accounting functions of the Bank, and related activities. Assist in implementing strategies to achieve goals developed as part of the Bank's annual operating budget. Assist in ensuring the department's compliance with operating policies and procedures and outside regulatory requirements. Perform various administrative support duties relating to the accounting function. Communicating with appropriate management and staff personnel; responding to inquiries or requests for information; maintaining appropriate records and providing periodic reports. We encourage all who are qualified and want to work with a dynamic and highly productive team to apply.

### Responsibilities:

Performs administrative duties to support the Bank's accounting, financial reporting, and control functions of which the following are illustrative:

- Maintains and controls the accounting and financial reporting function of the Bank on a day to day basis. Reviews source documents and records daily transactions. Includes preparing adjusting and correcting entries as needed.
- Prepares preliminary month end reports for completion by CFO.
- Oversees accounting systems, including, but not limited to: payables, fixed assets, prepaids, accruals, and separate subsidiaries.
- Assists with monitoring and maintaining the Bank's cash position including the borrowing needs of the Bank.
- Assists in the preparation of the annual budget; monitors progress and reviews Bank departmental budget variance submissions; communicates follow-up questions and comments as appropriate.
- Inputs on-line transactions and prepares end-of-day settlements; including fed funds purchased and sold.
- Responsible for the outgoing and incoming wire transfers function of the Bank.
- Provides assistance with the asset/liability management and investment portfolio management functions.
- Responsible for the preparation and submission of the annual Summary of Deposits report and assists in the preparation and submission of the quarterly call report.
- Assists CFO in the annual audit of the financial statements and works with regulators in periodic reviews.
- Assists in chart of accounts control functions, reconciliation control functions, and accounting policy functions. Includes, but not limited to, Federal Reserve account, ATM reconciliation, ACH & In clearing reconciliations and Bank deposit accounts.
- Prepares and posts entries for security sales and purchases and interest received on securities.
- Orders cash, including foreign currency, as needed and remits income tax withheld.
- Processes return deposited items.
- Processes bi-weekly payroll entry.
- Assists CFO with specific projects as assigned.

### Qualifications:

A B.S. or B.A. degree in Accounting or related field of study

CPA designation preferred

Experience in Oracle Accounting Software preferred