

Job Title:	Vice President Controller	FLSA:	Exempt
Division:	Banking	Revision Date:	4/1/2020

Position Purpose:

The VP Controller manages daily financial management operations and administration of the accounting department, produces a variety of financial reports, and manages assigned staff. Responsibilities of this position include financial reporting, budgeting, correspondent banking, ALM, establishment of internal controls and coordination of audits and regulatory exams.

Essential Functions:

Financial Reporting:

- Reviews and maintains financial statements for each office and Midwest Heritage as a whole.
- Prepares monthly financial reports for Hy-Vee, executive committee and the Board of Directors.
- Ensures timely completion of internal and regulatory reports, including annual budget, three-year plan, call reports and Y9.

Management:

- Plans, manages, and oversees the accounting function for Midwest Heritage.
- Supervises accounting department; ensures a competent motivated staff through hiring, training, counseling, and monitoring performance of employees.
- Establishes accounting policies and procedures to ensure proper internal controls.

Accounting:

- Identifies opportunities for increased efficiencies; enacts cost savings programs with Midwest Heritage, correspondent bankers, and vendors.
- Forecast revenue and analyze profit margin.
- Assists in capital budgeting duties, analyses of new office construction, purchasing of equipment, IT needs and coordinates related insurance coverage and lease documents.
- Manages accounts payable function, maintains fixed asset system and general ledger.
- Assists in management of asset/liability position and investment portfolio.
- Oversees daily maintenance of adequate liquidity position.

Administrative & Other:

- Coordinates financial audits, and assists with OCC and other regulatory reviews. Oversees preparation of requested items; establishes and maintains professional relationship with examiners and keeps executive committee informed of progress.
- Prepares monthly ALCO packet.
- Member of multiple committees including IT, ALCO and Business Continuity.

Secondary Duties and Responsibilities:

Performs other job-related duties and special projects as required.

Knowledge, Skills, Abilities Required:

- Requires judgment based on knowledge of Generally Accepted Accounting Principles
- Ability to meet tight deadlines
- Excellent oral and written communication skills
- Strong analytical skills with the ability to organize data into a meaningful format
- Computer literacy including spreadsheets, word processing and database management.
- Must provide excellent internal and external customer service.

Education, Experience, and Other Requirements:

- A Bachelor's degree in Accounting or Finance or equivalent experience.
- A minimum of five years of banking or accounting experience.
- CPA certification preferred.

Reporting Relations:

Accountable and Reports to: President & CEO

Supervisor Responsibilities: Assistant Controller
Financial Assistant

Working Conditions and Physical Requirements:

- The duties of this position are normally performed in a general office setting. This is a fast paced work environment.
- This position is classified sedentary/light and requires the ability to sit for long periods of time.
- There is frequent pressure to meet deadlines and handle multiple projects in a day.
- Visual requirements include: ability to see detail at near range with or without correction.
- Must be able to perform the following physical activities: sitting for long periods, talking (in person and by telephone), hearing and repetitive motions.

Travel:

Minimal

Equipment Used:

Computer (PC with Microsoft Office programs), telephone, calculator, telephone, copier, fax, and printer.

Other Position Requirements:

Contacts: This position works with Midwest Heritage employees, customers, Hy-Vee employees, vendors and outside agents doing direct business with Midwest Heritage.

Confidentiality: This position has the responsibility to protect the privacy and confidentiality of customers, employees and bank/insurance/financial information at all times.

In the performance of their respective tasks and duties all employees are expected to:

- Follow all state and federal regulatory requirements and complete assigned training courses within the required timeframes.
- Perform quality work within deadlines.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Your signature indicates that you have reviewed this job description and understand all expectations. Please return a signed original to Human Resources for the employee file.

Employee Name (please print)

Signature of Employee

Date