



Bank of Hays is a successful, locally-owned community bank located in Hays, Kansas. We proudly serve our clients with friendly, quality customer service and take pride in doing what is right for our customers, employees and stockholders. We're passionate about helping customers and the communities where we live and work.

JOB POSTING

Controller

STATUS

Full-Time Exempt

REPORTS TO

Chief Financial Officer

Essential Duties and Responsibilities

- Assists in preparing bank and holding company financial statements.
- Develops and updates financial spreadsheets.
- Maintains fixed asset and associated depreciation schedules for journal entries; ensures proper recording of new purchases.
- Assists with annual budget related activities.
- Assists with preparation of tax return.
- Accurately and efficiently processes a variety of banking transactions including wire transfers.
- Assists in planning for and preparing payroll and associated tax reporting.
- Assists with preparation for Regulatory Examinations and Audits and follows up on findings.
- Assists with preparation of regulatory reports.
- Assists with regulatory compliance functions.
- Assists with HR and training related functions.
- Maintains customer confidence and complies with confidentiality standards.
- Occasionally participates in onsite visits with customers, community groups or events in order to promote bank products, services and brand.
- Receptiveness to learn more as progression takes place
- Performs other related duties as assigned by management

Experience and Qualifications

- Bachelor's Degree in Business, Finance, Accounting, or a related field.
- Previous banking experience preferred but not required.

Technical Skills and Abilities

- Commitment to excellence and high standards in customer service both in person and on the phone.
- Self-motivated, dependable, flexible.
- High Degree of accuracy and attention to detail.
- Strong organizational skills; ability to multi-task.
- Proficiency in basic accounting principles and practices.
- Able to research and analyze financial data to make informed decisions and solve problems.
- Strong communication skills including public speaking.
- Proficient use of personal computer; working knowledge of Microsoft Office Suite with emphasis on Excel.

If you are interested in applying for this position, please submit resume` and application to:

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