



The following position is now available at the McPherson-Main branch of Peoples Bank and Trust. Please follow the instructions at the end of this notice in order to apply.

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## **POSITION TITLE**

Controller (Full Time – Exempt)

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## **ROLE**

The Controller is responsible for overseeing daily balancing of all general ledger activities and for accounts payable functions. Prepares quarterly and annual financial reports. Leads and manages the Bookkeeping Department. Serves as the administrator for access of our core processing system.

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## **ESSENTIAL FUNCTIONS**

This position is responsible for the following functions:

- Implement, organize, and manage bookkeeping processes and procedures
- Provide leadership and guidance to the Bookkeeping Department
- Conduct regular performance evaluations and provide constructive feedback
- Work collectively with data processing personnel both at the bank level as well as third party processing levels to keep our operational systems on the cutting edge of technology
- Report any discrepancies of electronic funds transfer (EFT) or items processing to the appropriate entities and/or to bank management
- Keep bank management abreast of issues
- Manage correspondent accounts and borrowing lines
- Review and code bills for accounts payable
- Compile quarterly CRA Report
- Compile quarterly Call Report
- Compile quarterly Y-8 Report
- Compile quarterly FHLB QCD Report
- Compile semi-annual summary of deposits
- Compile annual Y-6 Report
- Compile annual budget
- Compile annual reports for Stockholder's Meeting

Various other responsibilities as assigned by the supervisor

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## **QUALIFICATIONS**

**EDUCATION/CERTIFICATION:** Bachelor's degree in business, finance, or a related field required

**REQUIRED KNOWLEDGE:** Full knowledge of customer database systems utilized by Peoples Bank and Trust, the bank's general ledger system, Call Reporting requirements, and CRA and reporting requirements; Understanding of all PBT policies and procedures related to insufficient funds, stop payment services and prenotes; Highly skilled in the management of workflow; General knowledge of legal requirements related to bookkeeping practices

**EXPERIENCE REQUIRED:** 2+ years of customer service experience required

**SKILLS/ABILITIES:** Attention to detail, strong written and verbal communication skills, excellent organizational skills and interpersonal skills, self-motivation, ability to consistently follow through on tasks, problem-solving, analytical, time management, computer literacy, strong ability to multi-task, and must be dependable and punctual

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**How to Apply:**

All interested individuals are welcome to apply for this job opportunity. In order to apply, you may complete one of the following options:

Submit your application using the following web link:

<https://peoplesbank.bamboohr.com/careers/147>