

**Job Title:** Controller

**Department:** Accounting

**Reports to:** Senior Vice President

**Job Type:** Full-Time

**Pay Range:** \$31-\$36 per hour. Final compensation will be determined by location, skills, experience, qualifications, and the career level at which the position is filled.

**Location:** Morris Main Bank

### **Position Summary**

The Controller is responsible for overseeing the accounting operations of the Bank and related entities, ensuring accurate financial reporting, regulatory compliance, and strong internal controls. This hands-on role supports the Bank's mission by providing timely financial information, maintaining compliance with banking regulations, and partnering with executive management to support strategic decision-making.

### **Key Responsibilities**

- Oversee day-to-day accounting operations, including general ledger, accounts payable, accounts receivable, and fixed assets
- Prepare and review monthly, quarterly, and annual financial reports
- Ensure timely and accurate month-end and year-end close processes
- Prepare and file required regulatory reports (e.g., Call Reports) accurately and on time
- Oversee end-to-end payroll operations, including data entry, payroll processing, benefit disbursements, and responding to employee payroll inquiries
- Ensure compliance with federal and state banking regulations
- Support internal and external audits and coordinate examination responses
- Maintain and enhance internal controls to safeguard Bank assets and ensure financial integrity
- Assist in the preparation of the annual budget
- Provide financial analysis, variance explanations, and management reports to senior leadership and the Board
- Other duties as they apply

### **Qualifications**

#### **Education & Experience**

- High school diploma or equivalent is required; Bachelor's degree in Accounting, Finance, or a related field is preferred

- Minimum of 1-3 years of accounting experience, preferably in banking or financial services

#### **Knowledge & Skills**

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and the ability to quickly learn the bank's systems and software
- Familiarity with Call Reports and banking examination processes desired
- Excellent attention to detail, organization, and time management
- Strong communication skills and ability to work effectively with management, regulators, and auditors

**Benefits:** Grundy Bank offers health insurance, life/disability insurance, 401k and more, see attached.

***Equal Opportunity Employer Disability/Veteran Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Grundy Bank is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law***