

# New Peoples Bank

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**Job Title:** Controller

**Status:** Exempt

**Reports to:** Chief Financial Officer

**Summary:** This position is responsible for supporting the Chief Financial Officer (CFO) in ensuring the effective operation of the accounting and financial reporting functions by performing or supervising various accounting duties. Those duties include but are not limited to supervising and directing the daily Accounting Department operations and providing operations and financial related reporting to senior management and Board of Directors. The employee also assists the CFO in various projects, aides in internal and external audits, and trouble shoots department related issues. Performance of the duties requires excellent organization, management, analytical and reporting skills.

## **Required Knowledge, Skills and Abilities:**

- Knowledge of the general operations and procedures of New Peoples Bank.
- Knowledge of business English, spelling, and arithmetic.
- Knowledge of modern office practices and procedures. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.
- Knowledge of computer software and operations to include Microsoft Office. Previous experience with Fiserv Premier core accounting processing platform is a plus.
- Knowledge of generally accepted accounting principles (GAAP) and financial institution accounting practices and procedures. Familiarity with the maintenance and assessment of the internal control structure in accordance with the Sarbanes Oxley Act is a plus.
- Ability to make mathematical computations with speed and accuracy.
- Ability to understand and follow written and oral instructions.
- Ability to present ideas and information in a clear and concise manner, both orally and in writing.
- Ability to meet and deal tactfully and courteously with the staff and general public.
- Ability to establish and maintain effective working relationships with co-workers, contractors, the general public, customers, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
- Ability to process and maintain moderately complex files, records, and reports.
- Ability to type at an accelerated rate of speed.
- Ability to effectively manage staff.
- Ability to use analytical reasoning and problem-solving techniques.

**Education and Experience:**

- Graduation from an accredited 4 year college, Bachelor degree in Business, Accounting or a related field required, Masters or CPA preferred, with 3-5 years of accounting experience in banking; or any equivalent combination of education, training, and experience which provides the required knowledge and abilities.

**Conditions of Employment:**

- For purposes of continuing professional development and customer-centric best practices must open a New Peoples Bank deposit account; must practice with all available online, mobile, electronic and traditional products and services; and must practice with all traditional customer account features.

**Essential Functions:**

- Supervises the daily operations and functions of the Accounting department to include accounts payable and funds management, ensuring effective and efficient use of time and resources.
- Reviews general ledger reports daily, ensuring balances, postings, and net changes are reasonable. Addresses discrepancies or issues with Accounting Supervisor.
- Provides support, guidance, and problem-solving assistance to all branch and cost centers as requested.
- Monitors all accounts payable for accuracy of general ledger and ensures timely payment. Reviews payables for prior-month expense accruals and adjusts as necessary.
- Compares income vs. expense for significant variances prior to month-end closing; adjusts accordingly and proceeds with closing process.
- Provides month-end closing adjustments, posting and reconciling entries, obtains post-month-end closing and backdates if appropriate.
- Updates income tax worksheets for allocation of monthly Federal Income and applicable State Tax expenses.
- Prepares board related financial reporting to be placed in Board of Directors packet, prior to each meeting, to include Total Balance Loans/Deposits by Branch, Profit-Tracking, and Asset Growth.
- Reviews and analyzes all reconciliations of general ledgers, conducting investigative research on discrepancies as appropriate.
- Monitors NPB Bankshares and NPB Financial Services by checking posted entries and processing month-end closing procedures. Prepares periodic reports for inclusion in Board of Directors packet.
- Gathers relative financial data and assists in the timely preparation of periodic regulatory reports for Bank and Bankshares such as Call Report, FR Y-9SP, FR Y-8 and similar reports, as submitted to Federal Deposit Insurance Corporation, Federal Reserve Bank and other applicable departments or agencies. .

- Assists in the preparation of periodic reports to the Securities and Exchange Commission including the quarterly report on Form 10-Q and the annual report on Form 10-K.
- Oversee the review and maintenance of accrued and prepaid expense items.
- Prepares and timely submits various reports and remittances including franchise and occupational/ privilege taxes to applicable municipalities and state and federal government agencies.
- Ensures all applicable state and federal license tax returns, assessment fees, application for registration, and deposit reports are timely filed with appropriate agencies.
- Conducts annual performance evaluations for department staff, forwarding recommendations and evaluation reports to CFO and Human Resources.
- Regularly refresh knowledge of and familiarity with online, mobile, electronic and traditional products and services. Regularly practice/rehearse customer conversation and engagement skills around the entire suite of New Peoples Bank products and services. Invite customer respect by demonstrating product and service knowledge and engaging customers around the benefits of using them.

**Related Duties and Responsibilities**

- Attends, as needed, various employee and board committee meetings such as IT Steering, Audit and ALCO Committee meetings, presenting pertinent department financial information or reports as requested.
- Provides training to staff members as determined to increase department efficiency.
- Assists CFO with various projects as assigned.
- Maintains the general ledger chart of accounts for all entities.
- Aids internal and external audits throughout audit process and provides all requested documentation.
- Provides support and assistance with research for departments and cost centers as needed.
- Performs related duties and responsibilities as required and assigned.

**NOTE:** New Peoples Bank reserves the right to modify, interpret, or apply this job description, as it desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will”. The aforementioned job requirements may be changed to fulfill any obligation(s) to reasonably accommodate qualified individuals with disabilities.

***New Peoples Bank***  
***Summary of Physical, Sensory, and***  
***Environmental Requirements***  
***Needed to Perform Essential Job Duties***

**Job Title:** Controller

**A. Physical Requirements**

1. **Lifting:** Up to 20 pounds.
2. **Carrying:** Up to 20 pounds.
3. **Pushing/Pulling:** Up to 20 pounds.
4. **Use of Equipment:** Computers, telephones, calculators, office equipment

**Explanation**

5. Sitting
6. Standing
7. Walking
8. Bending
9. Stooping
10. Crawling
11. Climbing
12. Reaching Above Head
13. Grasping:
  - a. One Hand
  - b. Both Hands
14. Fine Manipulating:
  - a. One Hand
  - b. Two Hands

	Continuously	Frequently	Occasionally	Not At All	Explanation
		✓			
		✓			
		✓			
			✓		
				✓	
				✓	
			✓		
		✓			
			✓		
				✓	
				✓	

**B. Environment Requirements**

1. Exposed To Marked Changes In Temperature
2. Outside Work
3. Exposure to Dust, Fumes, Odors, Water, Etc.
4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards
5. Normal (Inside) Environment

	Continuously	Frequently	Occasionally	Not At All	Explanation
				✓	
				✓	
				✓	
				✓	
	✓				

**C. Sensory Requirements**

1. Eyesight
  - a. Normal/Corrected
  - b. Close Eye Work
  - c. Other
2. Hearing
  - a. Normal Tones
  - b. Soft Tones
  - c. Other
3. Distinguish Smells
4. Distinguish Temperatures By:
  - a. Touch
  - b. Proximity

				Explanation
	✓	Necessary		Not Necessary
		Necessary	✓	Not Necessary
		Necessary	✓	Not Necessary
	✓	Necessary		Not Necessary
		Necessary	✓	Not Necessary
		Necessary	✓	Not Necessary
		Necessary	✓	Not Necessary
		Necessary	✓	Not Necessary
		Necessary	✓	Not Necessary