

# New Peoples Bank

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**Job Title:** Financial Reporting Manager

**Status:** Exempt

**Reports to:** Chief Financial Officer

**Summary:** This position is responsible for managing the preparation of filings with the Securities and Exchange Commission (SEC) including Forms 10-Q and 10-K, and coordinating with professional advisors with respect to the preparation of the annual proxy statement and other miscellaneous filings. The employee also assists the CFO in various projects, and aides in internal and external audits. Performance of the duties requires excellent organization, management, analytical, communication 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 use analytical reasoning and problem-solving techniques.

**Education and Experience:**

- Graduation from an accredited 4 year college, Bachelor degree, or higher, in Business, Accounting or a related field and CPA required, with 4+ years of accounting experience in public accounting banking with significant exposure to SEC and financial reporting.

**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:**

- Prepare quarterly and annual reports on Forms 10-Q/K and manage the internal review of these documents.
- Prepare quarterly earnings releases
- Monitor and ensure timely identification of and compliance with evolving accounting guidance, provide interpretation and prepare technical memorandums documenting issues in a clear, concise and comprehensive manner.
- Communicate and explain accounting issues and evolving interpretations and guidance to management.
- Assist in managing communications with external auditors on financial statements and accounting issues to ensure mutual agreement with corporate decisions on accounting disclosures and related issues.
- Assist in coordinating the annual audit and quarterly review of financial statements by external auditors
- Create and maintain accounting policy documents to improve the effectiveness of the financial reporting process
- Implement and maintain reporting procedures to comply with internal control requirements
- Perform ongoing assessment of the close process and suggest process changes to improve the effectiveness and timeliness of the process
- Support month-end and year-end closing process

**Related Duties and Responsibilities**

- Assists CFO with various projects as assigned.
- Performs related duties and responsibilities as required and assigned.

- 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.

**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:** Financial Reporting Manager

**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**

	Continuously	Frequently	Occasionally	Not At All	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				✓	

**B. Environment Requirements**

	Continuously	Frequently	Occasionally	Not At All	Explanation
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	✓				

**C. Sensory Requirements**

				Explanation
1. Eyesight				
a. Normal/Corrected	✓	Necessary		Not Necessary
b. Close Eye Work		Necessary	✓	Not Necessary
c. Other		Necessary	✓	Not Necessary
2. Hearing				
a. Normal Tones	✓	Necessary		Not Necessary
b. Soft Tones		Necessary	✓	Not Necessary
c. Other		Necessary	✓	Not Necessary
3. Distinguish Smells			✓	Not Necessary
4. Distinguish Temperatures By:				
a. Touch		Necessary	✓	Not Necessary
b. Proximity		Necessary	✓	Not Necessary