

Controller - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Is fully certified as an accountant (CPA) and causes all accounting transactions to be performed in accordance with GAAP (generally accepted accounting principles) and GAAS (generally accepted auditing standards) and is fully computer literate (i.e., Lotus, Quattro Pro, Excel)
Is conversant with all FASB (Financial Accounting Standards Board) rulings as they apply to financial institutions and ensures that accounting records are in conformance with FASB
Fully understands and applies all the accounting treatments for financial institutions as prescribed in the Federal or state Organization Act, by-laws, accounting manual and other regulations
Understands and apply ALM (Asset/Liability Management) concepts and practices and manages the ALM program at the organization
Understands the operation of the organization's computer system and may directly manage/oversee computer operations

QUALITY OF WORK:

Ensures that all accounting entries, closing of books, reconciling of accounts and internal/external reporting requirements are completed on a timely basis
Operates a full accrual accounting system, and verifies that all accruals have been entered into the organization's accounting records for each accounting period
Maintains a management information system that informs management of unit costs. Conducts cost-accounting studies into operational processes and reports unit costs to management
Conducts cost/benefit studies for various operations as might be required by management

QUANTITY OF WORK:

Delegates accounting work to subordinates and utilizes time effectively in managing the accounting function as opposed to performing the accounting workload
Analyses asset/liability position on a daily basis and makes sound recommendations
Monitors internal control and processes and advances recommendations for improvement
Audits accounting records and reports to ensure accuracy, timeliness, and conformance to requirements

COOPERATION/RELATIONSHIPS:

Does not hold up new projects or processes; finds ways to facilitate/accommodate change
Is an effective customer and contributor to the overall success of the organization
Build effective relationships with all departments
Sets the example for maintaining discipline, meeting deadlines, and contributing valuable input
Understands that the accounting department does not manage the organization; it accounts for the results of management decisions and customer account relations with the organization

PROBLEM ANALYSIS:

Identifies problems and determines significance of problems before acting and asking for change
Brings more than one alternative solution to management; helps rather than hinders
Uses scientific methodology and computer modelling to develop factual analyses of problems
Thinks about overall impact of problem, not just impact on the accounting function