
SVP, Controller

Full Time, Exempt
Reports to EVP, Chief Financial Officer
July 6, 2020

Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

Position Summary

The Controller is responsible for managing the day-to-day operations of the Accounting department. Establishes and maintains the Bank's fiscal record keeping system by utilizing generally accepted accounting principals; adheres to tax laws and regulatory compliance to properly reflect the financial position of the Bank; ensures department activities run smoothly and efficiently; provides leadership, training and supervision within the department; provides a high level of customer relations and service; and ensures compliance with Bank policies and procedures. Responsible for the accuracy and completeness of internal, external and regulatory financial reporting. Performs supervisory duties of department staff, and coordinates staff for coverage in all related areas of the department. May perform managerial duties in the absence of the Chief Financial Officer.

Essential Duties

- Supervises the following accounting functions, including but not limited to:
 - General Ledger,
 - Accounts Payable/Receivable,
 - Development and implementation of systems and procedures to maintain proper financial records, and

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- The monthly and quarterly closing process.
- Assists other Bank staff in resolving accounting inquiries and providing staff support; participates in various internal committees assigned by senior management.
- Develops, tests and implements policies and procedures pertaining to the maintenance of accurate accounting records and report preparation.
- Ensures that financial reports comply with generally accepted accounting principles and relevant regulations.
- Maintains adequate system of internal control over the accounting records and that accounting procedures are in compliance with generally accepted accounting principles.
- Responsible for accuracy and timeliness of current and future internal and external financial reporting including:
 - Internal reporting to the Board of Directors and members of management,
 - Regulatory reports in compliance with regulations, including quarterly Call Report and Holding Company reports to Federal Reserve, and
 - External reporting in compliance with SEC regulations, including quarterly reports on 10-Q and annual reports on 10-K.
- Research accounting topics and perform analyses to assess impact to the Bank, including managing/implementing resolution.
- Gathers and calculates data associated with the preparation of various routine and special financial statements and reports; reviews documentation for accuracy and completeness; highlights critical areas of the documentation for management's review; and presents and explains reports and documentation to senior management.
- Gathers and calculates financial information; responsible for the preparation and submission of tax reports to the government; and ensures reporting is made in compliance with tax laws and regulations.
- Reviews and approves the sale of Federal funds in accordance with Bank policies and practice.



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- Prepares annual budget projections based on input from executives; reviews expenditures to ensure compliance with budgets; and notifies appropriate executive(s) in the event expenditures exceed budgets.
- Reviews and approves invoices and checks prior to signature to ensure security of Bank funds.
- Oversees payroll processing function.
- Maintains advanced knowledge and awareness of financial industry status and trends.
- Monitors staff in daily tasks, operations and quality control; ensures the organization of assigned areas of the department, coordinating available resources (e.g., staff, materials, etc.) for maximum results.
- Assists the Chief Financial Officer in implementing cost controls for the department and monitors expenses to ensure compliance with budget.
- Plays a positive role in the development and growth of department staff through excellent communication skills, both verbal and written, along with strong delegation skills assuring a highly cross-trained staff.

We'd love to hear from you if you have:

- Bachelor's degree from a four-year college or university; and five to eight years of related experience and/or training; or the equivalent combination of education and experience.
- CPA certification strongly preferred.
- Advanced knowledge of general accounting, payroll, budgeting, and related accounting and record keeping systems in a financial institution.
- Thorough knowledge of accounting concepts and practices under GAAP along with very strong analytical and technical skills with superior aptitude for numbers.
- Advanced knowledge of related state and federal banking compliance regulations, and Bank accounting policies and procedures.
- Advanced skills related to the consolidation and reporting of Bank financial results, and formulation and implementation of Bank accounting procedures.

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- Excellent organizational and time management skills, with the ability to provide leadership, supervision and training for employees using positive supervisory techniques to ensure maximum productivity; demonstrated ability in organization and delegation skills.

Interested?

Please send a cover letter and resume to jobs@seattlebank.com.

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas. Employment at Seattle Bank is on an at-will basis.

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