



Job Description

Job Title: Assistant Controller
Department: Accounting
Reports to: SVP Controller
FSLA Status: Exempt

General Summary

Assists in overseeing the accounting operations of the bank and holding company, including financial reporting, general ledger management, internal controls, and regulatory compliance. This role supports strategic decision-making, analyzes discrepancies, and finds solutions.

Essential Job Functions

- Direct establishment and maintenance of chart of accounts to provide adequate operating and financial data; maintains the general ledger of the bank and holding company
- Oversee the preparation and accuracy of monthly, quarterly, and annual financial statements
- Prepare board reports
- Prepare and maintain regulatory filings required for the bank and holding company
- Assist with preparation with various CDFI reporting requirements
- Help prepare documentation for internal/external audits and regulatory exams
- Provide support with interest rate risk and asset liability management functions
- Ensure proper accounting of fixed assets
- Ensure proper accounting of various accruals and payables
- Assist in balancing of securities
- Become comfortable and reliable with Cognos reporting
- Establish internal control procedures in accounting areas
- Maintain shareholder records for the holding company; assist with shareholder communication
- Assist with the processing of dividends for shareholders
- Supervise and develop accounting staff
- Evaluate and improve accounting processes and controls
- Preparation and/or review of call report filing
- Review and/or process payroll; reconcile payroll accounts
- Serve as backup for other accounting department personnel, including but not limited to funds management, accounts payable, and accounting operational functions
- Other duties as assigned by management

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform essential functions.

Minimum Requirements

1. Skills

- a. Attention to detail; use of check figures
- b. Problem solver mentality; sense of curiosity
- c. Analytical ability
- d. Time management, organization and planning skills
- e. Communication skills – oral and written
- f. Computer – excel, word, PDF, email

2. Knowledge

- a. Accounting and GAAP
- b. Bank policies, procedures, and regulations

3. Experience and Education

Bachelor's degree in accounting or business-related field with at least 5 years of accounting experience. Previous experience working in financial institution preferred. This job cannot be adapted so that someone with difficulty reading or writing could fully meet job demands.

4. Scheduling

Normal work schedule is Monday – Friday, 8:00 a.m. – 5:00 p.m.

To apply for this position, download and save the Application Form located on our Careers page. Once completed, please send the Application by attaching it in an email to: careers@fnboxford.com.

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