



First Federal Bank of Louisiana Job Description

Job Title: Assistant Controller
Department: Accounting

SUMMARY

The individual in this position (under the general supervision of the Controller) will be responsible for general accounting duties involving both recording entries into and reconciling the Bank's general ledger and subsidiary records, assisting in compiling information needed for reporting to regulatory agencies, management, and the Bank's board of directors, as well as supervising and serving as backup for other members of the accounting department staff. The ability to multi-task and to continually prioritize duties is essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Reconciliation of general ledger accounts and subsidiary records (for loans, investments, deposits, borrowings, fixed assets and other subsidiary records).
- Compilation of and submission of reports for loans serviced for FNMA, GNMA and others.
- Compilation and analysis of information for various financial reports for management and board of directors.
- Assistance in the preparation of the Bank's required regulatory reports.
- Review of outgoing financial reports.
- Operation of specialized asset/liability software and maintenance of related database.
- Maintenance of fixed assets records and database.
- Preparation of and posting general ledger entries.
- Assistance in special projects within the department.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Cross train on all job functions within the accounting department.
- Contribute to team effort by accomplishing related duties as required by the controller.
- Complete all assigned training timely and in accordance with Bank policy.

SUPERVISORY RESPONSIBILITIES

Supervise daily activities up to four members of the accounting department staff, including the reconciliation coordinator, the accounts payable clerk, accounting clerk, and staff accountant.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Degree from a four-year college or university with a degree in Accounting or Finance, plus a minimum of two years of accounting work experience, preferably in the public accounting field.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant license (or candidate) is required.

ENVIRONMENT AND SCHEDULING

Normal work schedule is 8:00 a.m. - 5:00 p.m., Monday through Friday. Regular attendance is required.