



## **CAREER OPPORTUNITY**

**Job Title: ASSISTANT CONTROLLER**

**FLSA Status: Exempt**

**Reports To: CHIEF FINANCIAL OFFICER**

**Location: WEST COVINA**

**Language: English**

## **ABOUT Universal Bank**

Universal Bank is a premier company in West Covina CA, that has remained dedicated to the commitment of serving our local communities. We provide customized customer service by offering a full array of deposit and loan products.

Our corporate office is located in West Covina CA, with five branches serving LA County in West Covina, Monterey Park, Rosemead, Eagle Rock and Arcadia. Our cultivated team is an extremely knowledgeable banking professional.

## **Position Summary**

Performs a variety of assistant supervisory functions over bank departments and business units and assists the Controller in performance of related duties within the Accounting Department. Prepares analysis and special projects as directed by the Chief Financial Officer.

## **General Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Other duties may be assigned.

- Oversee and coordinate all financial activities and personnel.
- Assists in the analysis and interpretation of financial data as required for the preparation of financial reports, statements, and or projections.
- Set controls and budgets to mitigate risk and increase return on investments.
- Standardize and maintain a system of accounting records and techniques.
- Conduct internal audits to assess financial status.
- Serve as primary contact for external auditors.
- Ensure compliance with federal and state regulations.
- Assists in the preparation of the Regulatory quarterly reports (i.e. Call Report, FHLB reporting) ensuring the accuracy of all schedules and compliance with regulatory guidelines.
- Provides support and back up function to other members of the Accounting Department.
- Implements research and/or analysis of accounts, process, and systems as directed by the Controller.
- Maintain current knowledge of applicable Federal regulations, including Bank Secrecy Act and Know Your Customer principles, and other applicable Banking regulations.
- Adhere to compliance and Bank policies and procedures in accordance with Universal Bank or regulatory standards.
- Perform other duties and/or assignments as directed by the Controller/CFO.
- Assists in the analysis of internal control improvements to controls and procedures within the Accounting Department.
- Maintain current knowledge of applicable federal regulations, including Bank Secrecy Act, Due Diligence, and Know Your Customer principles.
- Adhere to compliance and Bank policies and procedures in accordance with Universal Bank or regulatory standards

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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:**

- College degree in accounting or equivalent experience.
- CPA desired.
- Fundamental knowledge of GAAP
- Extensive knowledge of accounting, financial analysis, and budgeting.
- Thorough knowledge of Financial/Banking data processing systems.
- 5+ years banking experience.
- Strong organizational, communication, and team work skills.

- Ability to consistently meet deadlines.
- Computer skills required including Microsoft applications.
- Knowledge of all federal and state regulations regarding banking and lending.

**Communication and organizational skills:**

- Demonstrates high level of quality work, attendance and appearance
- Excellent level of problem-solving capabilities to establish potential alternatives and solutions to problems

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk and sit.
- The employee must occasionally lift and/or move up to 10 pounds.
- No specific vision abilities required by this job.
- Noise level in the work environment is usually moderate

*Universal Bank is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.*

*You may or may not receive a response to your inquiry by email, mail or fax depending on the number of job openings, volume of inquiries, and your qualifications.*