



Buckeye State Bank is an *employee-owned, member-centric* community bank, creating Raving Fans through exceptional service. With our exciting growth and expansion, we are looking for qualified, energetic team members to implement and achieve our Vision of The Bank of Tomorrow.

Due to our successful growth, BSB is seeking a qualified, experienced Controller. This position provides support to the CFO and is responsible for the accounting operations of the Bank, to include the production of periodic financial reports, maintenance of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the Bank's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

Essential Responsibilities of the Controller:

- ❖ Maintain a documented system of accounting policies and procedures.
- ❖ Manage outsourced functions.
- ❖ Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- ❖ Oversee the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures.
- ❖ Ensure that accounts payable are paid in a timely manner.
- ❖ Ensure that all reasonable discounts are taken on accounts payable.
- ❖ Ensure that accounts receivable are collected promptly.
- ❖ Ensure that periodic bank reconciliations are completed.
- ❖ Maintain the chart of accounts.
- ❖ Maintain an orderly accounting filing system.
- ❖ Maintain a system of controls over accounting transactions.
- ❖ Coordinate, prepare, and distribute monthly Board Reports in a timely manner.
- ❖ Coordinate and prepare the bank's quarterly Call Report and other regulatory reports.
- ❖ Coordinate the provision of information to external auditors for the annual audit and regularly for Internal Auditors
- ❖ Comply with local, state, and federal government reporting requirements and tax filings.
- ❖ Daily processing of company and customer Wires and ACH
- ❖ Daily review of Customer Overdraft reports
- ❖ Establish and maintain a system of Quality Control for key areas of the Bank.
- ❖ Other duties as assigned or required.

Education and Experience for Success:

- ❖ Bachelor's degree in accounting, finance or business administration or equivalent business experience
- ❖ 7+ years of progressively responsible accounting experience preferably in the banking industry
- ❖ 7+years of supervisory experience
- ❖ Certified Public Accountant or Certified Management Accountant designations.
- ❖ In-depth knowledge of banking financial systems
- ❖ Highly Proficient with Generally Accepted Accounting Principles
- ❖ Proficiency with Excel and Microsoft Office
- ❖ Must possess a valid driver's license.
- ❖ Must be authorized to work in the United States

Preferred Qualifications

- ❖ Master's degree in accounting, finance or business administration

BSB offers competitive compensation, as well as incentives and a benefit package, including:

- ✓ Standard Paid time off!
- ✓ Your Birthday off as well as two additional floating holidays!
- ✓ Retirement - 401k!
- ✓ ***You will be a member of the Employee Stock Ownership Plan!!***
- ✓ Health Insurance with Vision and Dental!!
- ✓ Life Insurance!
- ✓ Disability Insurance!

If you are looking for an exciting and rewarding challenge –Join the BSB Team! Interested? Please email a copy of your resume to Hrdepartment@JoinBSB.com. **Buckeye State Bank** is an equal opportunity employer.

Main Office
9494 Wedgewood Boulevard
Powell, Ohio 43065

614.796.4747
Toll Free: 844.225.9265
www.JoinBSB.com

