

The Bank of Romney

"You're someone special here"

Now Hiring

Position: Controller

Work schedule: M-F, approximately 40 hours

Essential Job Functions

- Accurate and timely processing of financial reports including, but not limited to, internal and external monthly financial statements, bank reconciliations and financial analyses.
- Work with external financial statement auditors to complete needs as assigned by VP/ CFO.
- Respond to VP/ CFO as assigned with accurate and timely work to facilitate the Bank's financial needs.
- Ensure the Bank is accurately identifying, monitoring, and reserving for credit risk under CECL guidelines.
- Assist with budget preparation and tax calculations.
- Prepare reports for the quarterly ALCO meetings and attend the meetings.
- Conform with and abide by all regulations, policies, and work procedures and instructions.

Competencies

- Financial management
- Detail oriented
- Problem solving/analysis
- Ethical conduct
- Communication proficiency
- Personal effectiveness/ credibility
- Exceptional computer skills. Must be able to use applicable accounting software and be able to create and manipulate spreadsheets.



Required Education and Experience

- Bachelor's degree in accounting.
- Prior accounting/finance experience a plus.
- Certification a plus.

The Bank of Romney offers a competitive benefits package to include health insurance, dental insurance, vision insurance, flexible spending account, health savings account, paid time off, paid holidays, life and disability coverage, family medical leave, 401(k) plan, profit sharing bonus, educational assistance, and employee assistance program.

To apply, please visit the career page at bankofromney.net. or send a resume with cover letter to:

**Tabitha Bean, AVP/ HRO
95 E. Main St. Romney, WV 26757**

The Bank of Romney is an Equal Opportunity Employer, and as such affirms the right of every person to participate in all aspects of employment without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. If you are interested in applying for employment and need special assistance or an accommodation to apply for a posted position, contact Human Resources via phone at 304-822-2724 or email beant@bankofromney.net.