



## Controller

First Resource Bank, a thriving community bank headquartered in Exton, PA, and recognized as one of the “Best Places to Work,” is seeking an energetic and motivated full-time Controller. This pivotal role offers an exciting opportunity to oversee the financial operations and ensure the accuracy of our financial reporting.

As a key member of the Accounting Team, the Controller will report directly to the Chief Financial Officer and will be responsible for playing a key role in managing accounting functions, developing internal controls and contributing to strategic financial planning. The ideal candidate will possess strong leadership skills and a commitment to fostering a collaborative and compliant environment.

### **Essential functions/responsibilities:**

- Prepare internal and external financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- Manage the month-end close process including reviewing preliminary results and variances with the CFO and finalizing results
- Oversee all accounting operational functions, including accounts payable, prepaid assets, fixed assets, accruals, investments, borrowings, liquidity projections, reconciliations, etc.
- Hire, train and supervise accounting staff
- Evaluate current accounting operations, offer recommendations for improvement and implement new processes
- Ensure development and maintenance of comprehensive department procedure documentation
- Work with other departments to resolve problems and create efficiencies
- Support the CFO with special projects and financial analysis
- Oversee the preparation of annual budget model and additional forecasting models as needed
- Oversee the preparation and filing of the quarterly Call Report and all FR Y reports
- Oversee the production of quarterly ALCO committee package, including coordination with outside vendor on ALM reports and ALM assumption studies
- Oversee the preparation of the quarterly CECL package, including coordination with outside vendor on model inputs and assumptions, and preparation of monthly CECL estimates
- Coordinate and prepare documentation for internal and external audits
- Coordinate the preparation and filing of quarterly tax payments and annual tax returns
- Coordinate quarterly employee stock purchase plan and director stock purchase plan transactions
- Administer equity compensation plan grants

### Competencies:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite

### Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline of employees in accordance with company policy.

### Education and Experience:

- Bachelor's Degree in Accounting or Finance is required
- At least five years of bank accounting experience required

### Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

### Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

At First Resource Bank, you will enjoy an incredible family-style, community-focused atmosphere. Our excellent benefit package reflects the respect and appreciation we have for our team members.

### We offer:

- Excellent annual compensation commensurate with experience
- Health, dental, vision, short- and long-term disability, and life insurance
- Enrollment in 401K plan with company contribution (after 6 months of service)
- Optional enrollment in ESPP stock plan (after 6 months of service)
- Paid time off
- Additional days off for Federal Holidays

First Resource Bank is an Equal Opportunity Employer

To apply, please visit: <https://recruiting.paylocity.com/recruiting/jobs/All/03c33d56-8789-45c2-bf68-69ba32f70460/First-Resource-Bank>