

Position Title: Controller

Reports to: Chief Financial Officer

Status: Exempt; Full-time

Location: Corporate Office in Hudsonville

General Summary:

Working directly with the Chief Financial Officer this position is responsible to plan, organize, direct and control the day-to-day accounting functions, as well as financial and regulatory reporting, for West Michigan Community Bank. This position will also be directly involved with profit planning, forecasting, budgeting and ALCO.

Job Duties & Responsibilities:

Manage operational accounting functions, including general ledger accounting, subsidiary ledger accounting, accounts payable, month end and year end accounting for the bank. Supervise accounting department personnel. Coordinate efforts closely with the operations department supervisor.

Participate in the financial and regulatory reporting for West Michigan Community Bank, including the month end board reporting. Coordinate external audit procedures. Work to ensure compliance with both FASB and regulatory accounting policies.

Ensure protection of bank and customer assets through development and implementation of accounting policies and procedures. Provide support to assist other bank and management team members in achieving financial goals.

Work closely with the Chief Financial Officer to assist in coordinating the ALCO process. Participate in ALCO meetings.

Work closely with the Chief Financial Officer to assist in coordinating the quarterly allowance for loan and lease loss calculation in conjunction with the credit department of the bank.

Minimum qualifications:

Bachelors degree in Accounting

3-5 years financial institution accounting experience