



CHESAPEAKE
BANK AND TRUST COMPANY

Job Title:	Controller	Date Last Updated:	June 24, 2019
Department/Group:	Finance	Position Type:	Full time (non-exempt)
Location:	Main Office	Reports To:	Chief Financial Officer

Job Description

ROLE AND RESPONSIBILITIES

1. Perform all aspects of general ledger activity for the Bank and Bancorp including review of activity, preparation of reconcilements, maintenance of chart of accounts, preparation of reconciliation summary report, and preparation of management reports.
2. Prepare and submit all regulatory reports, including quarterly call report and various FR-Y reports.
3. Administer KSOP including recording transactions, analysis of semi-annual stock level, transmit information for accurate preparation of employee KSOP balances, and preparation of required disclosures and tax reporting for participants.
4. Maintain accounts payable records and issue checks for properly approved invoices, including setting up and maintaining recurring entries and prepaid expenses.
5. Manage escheatment process and prepare annual remittance.
6. Maintain adequate balances at correspondent banks.
7. Maintain records of investment portfolio and ensure adequate pledging for public funds and repurchase agreements.
8. Maintain fixed assets and record appropriate depreciation.
9. Issue monthly shareholder distributions and maintain shareholder records in Quickbooks.
10. Address general support issues related to payroll, premises, insurance, etc.
11. Perform duties of HR Generalist including processing payroll, processing new and departing employees, updating handbook, tracking performance reviews, and ensuring that employees are timely enrolled in/terminated from group benefits.
12. Participate in IT Steering Committee and assist with IT management.
13. Assist deposit operations department with wire transfers.
14. Perform annual ACH audit.
15. Assist CFO with other duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Associates of Arts Degree in Accounting. 3-5 years experience in bank accounting, regulatory reporting, and knowledge of bank operations including Loans, Deposits, and Operations preferred.

PREFERRED SKILLS

1. Excellent verbal and written communication skills
2. Good interpersonal skills
3. Excellent attention to details
4. Strong ability to multitask
5. Proficient in Microsoft Office and Quickbooks



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Job Description Acknowledgement

I have reviewed this job description that describes in detail the functions along with the skills, knowledge, and behavioral traits needed to satisfactorily perform the duties of this position.

I have a thorough understanding of the function, requirements and skills needed for this job and what is expected of the person filling this position.

Print Name

Signature

Date