

Waukesha State Bank

151 E. Saint Paul Ave. – P.O. Box 648, Waukesha, WI 53187-0648
Phone: (262)549-8506 Fax: (262)574-4209 E-mail: hr@waukeshabank.com

Finance Controller

Full-Time

Job Duties:

Reporting to the VP-CFO, the Controller is responsible for overseeing the staff and day-to-day operations of the Finance Department and for keeping management apprised of the financial position of the bank.

- On a daily basis, analyze bank financial information, including General Ledger accounts, bank condition reports, and other data sources as needed;
- Oversee the accounts payable process, fixed assets and correspondent banking responsibilities;
- Assist VP-CFO with the monthly budget/forecasting process
- Periodically review account reconciliations and communicate with various departments as needed to explore and resolve problems;
- Create custom reports as needed using ITI's Viewpoint and other report writing software;
- Research emerging accounting and tax trends and maintain current knowledge of the accounting and banking industries;
- Other duties and responsibilities as directed by VP-CFO and/or other members of bank management.

Job Qualifications:

- CPA and 4-6 years of professional work experience in a managerial financial or accounting role (financial services-related field preferred);
- At least 2-5 years' supervisory experience;
- Proficiency in Microsoft Word and Excel as well as significant experience with report writing software;
- Ability to analyze financial data and develop thoughtful conclusions and/or summaries of results;
- Strong work ethic and ability to work independently;
- Ability to communicate effectively with personnel at all organizational levels;
- Desire to work in community bank environment and represent WSB in a professional and ethical manner at all times

If you have an interest in or would like more information about this position, contact Human Resources at (262)549-8506 or HR@waukeshabank.com.

Excellent Benefits • Equal Opportunity Employer