

# Comptroller

**Industry:** International Banking Entity (IBE)

**Location:** Metro Area

**Description:** Responsible for managing all IBE investment activities, and the complete accounting cycle of three business entities. Oversee and direct treasury, budgeting, audit, tax, accounting, purchasing, long-range forecasting, including accounting, investment, collections, and vendor management. Implement procedures, and computer application systems necessary to maintain proper records and adequate accounting internal controls. Responsible for executing operational functions which consist of overseeing all investment transactions, updating the in-house database system, and outsourcing services. Accountable for generating all operational & financial reporting and maintaining consistency of the investment operational process.

Ensure compliance with the investment and accounting regulations (federal & local) through the due diligence process. Review the cash accounts to validate balance, interest rates, and charges. Evaluation of reserves, accruals, prepaid expenses, work on financial statements, balance sheet accounts, trial balance, and profit & loss statements. Prepare journal entries and prepare daily cash report which reflects all cash accounts (balances and outstanding deposits and payments). Manage the performance of the day-to-day general ledger, financial reports, and budget analysis. Regularly review internal controls extents to avoid operational risks, differences or discrepancies, and errors. Manage an Accounting Supervisor, plus three (3) accountants, and report to the IBE President.

**Requirements / Competencies:** BBA major in accounting, preferably with a finance minor, CPA licensed required, an MBA degree definite a plus. Solid accounting & financial analysis to assist in all aspects of accounting, regulatory and financial reporting, financial audits of the funds, with quantitative and analytical skills. Minimum of 10 to 12 years of experience in the accounting field, preferably working with a financial institution, in public accounting, or a blend of both. Solid knowledge of Sage (*Peachtree*) accounting & reporting system, internet services, and PC-based spreadsheet applications such as Excel, Word & MS PP & accustomed to working with database systems. Critical thinking skills, ability to collaborate with peers, consultants, providers, & executive management professionally and tactfully. The employee should have the ability to work in a multi-tasking environment and set priorities constantly. Excellent communication skills (oral & written) in English and Spanish.

**Compensation:** \$62k-\$65k base salary, performance bonuses, plus other fringe benefits.

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