

Sauk Valley Bank & Trust is a community bank looking for candidates who are able to carry out our motto of RADAR: We build our Relationships Around Accountability to our customers and team members by Delighting them with the Attention and Respect they deserve. This position will be located in our Sterling West branch. Candidates may submit their resume to Catherine Sheets at csheets@saukvalleybank.com.

SUMMARY

The position of Controller is responsible for managing the recordkeeping and accounting activities of the financial institution. Makes recommendations relating to budget preparation, profit forecasts and operational changes as needed. The position is also responsible for ensuring all activities run smoothly and efficiently in the accounting department by providing leadership, training and supervision to personnel and ensuring compliance with the financial institution's policies and procedures as well as all applicable state and federal banking regulations. This position is responsible for attaining established bank goals through active participation with executive management, appropriate federal and state regulatory bodies and external partners and associates.

ESSENTIAL DUTIES

1. Ensures that the financial institution's accounting procedures are in compliance with generally accepted accounting principles
2. Manages the Internal Audit function of the bank, coordinating audit tracking (grids) and related follow-up issues
3. Oversees the bank's policies and coordinates responsibilities and annual reviews or updates as necessary
4. Oversees the day-to-day accounting activities, including month and year-end process, accounts payable, and reconciliations, quarterly regulatory reporting
5. Assist CFO in development and ongoing maintenance/reporting of dashboards and/or scorecards
6. Oversees our internal controls, processes, procedures, and accounting for fixed assets
7. Manages financial institution's investment accounting activities insuring proper classification/risk weighting of investments for risk based capital/regulatory reporting and pledging
8. Responsible for Asset Liability Model system (Plansmith), maintaining current assumptions and parameters for accurate reporting
9. Assist with the planning and forecasting of the annual budget and periodic forecast processes
10. Works with Custodial CD function in understanding program and related accounting needs. Assist in developing program including developing and maintaining broker relationships, coordinating and

reviewing system changes as necessary, and reviewing and submitting year-end 1098 IRS filing requirements

11. Monitors the financial institution's liquidity and cash needs

12. Serves as Secretary of the Business Continuity Team and ALCO

13. Member of IT Steering Committee providing input as it pertains to the company's investment in technology

14. Oversee the banks vendor management program and reporting

15. Prepare ALLL analysis

SECONDARY DUTIES

The position of Controller performs duties specific to the position and other functions as assigned.

1. Manages the facilities janitorial and courier functions for the bank
2. Manages OREO properties and ultimate settlement

MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Bachelor's degree in accounting from an accredited college or university with a minimum of three years experience in a financial position, with preference in experience with financial institutions. Background in financial institution accounting and auditing, operations, and policies and procedures related to procurement. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, is required to be applicable to the financial industry
- Strong knowledge of generally accepted accounting principles. CPA preferred but not required
- Advanced experience, knowledge and training in progressively responsible department operations and supervisory activities
- Thorough understanding of management procedures; ability to plan department activities (setting objectives, developing strategies, budgeting, and developing policies and procedures); initiative to organize various functions necessary to accomplish department or financial institution activities; effectively staff (selecting, training and developing employees); ability to direct employees toward desired objectives (delegating, motivating, resolving problems).
- Proficiency with MS Windows platform, MS Excel spreadsheets and database management

- Ability to read, analyze and interpret general business periodicals, professional journals, and technical procedures
- Excellent organization skills with the ability to provide leadership, supervision and training for employees using positive supervisory techniques to ensure maximum productivity; demonstrated ability in organization and delegation skills
- Exceptional oral, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, interpret documents, understand procedures, write reports and correspondence, speak clearly to customers and employees
- Ability to work with no supervision while performing duties
- Ability to deal with complex problems involving multiple facets and variables in non-standard situations
- Current driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

The incumbent must be able to perform this position safely, without endangering the health or safety to him/herself or others.

Sauk Valley Bank is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Management reserves the right to change this position description at any time according to business needs.

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