



JOB DESCRIPTION

Job Title	Internal Control Officer with Accounting Functions		
Department	Finance		
Reports To	Chief Financial Officer (Admin) Chief Executive Officer (Functionally)	FLSA Status	Exempt

Education and Experience

Bachelor's degree (B.A. or B.S.) from a four-year college or university with the successful completion of a minimum 18 hours of Accounting courses including a minimum of 3 hours of auditing. As an alternative, 5 years of banking experience in the area of Accounting, Finance or related areas with the successful completion of a minimum of 18 hours of accounting college courses with a minimum of 3 hours of auditing.

Basic math, reading and writing, and computer skills are required for all positions at AVB. High School diploma or equivalent required.

Primary Responsibilities

Internal Control Officer

- Serves as the bank's Enterprise Risk Management Program manager which includes implementation and oversight responsibility
- Serves as the bank's Internal Control Officer as defined by the Oklahoma State Banking Code and performs those responsibilities as set forth in the Code.
- Performs all branch audit functions
- Prepares tracking report for management response and resolution to report findings and recommendations for internal audit, external Director's Audit, external compliance audits, and regulatory exams
- Responsible for Vendor Management.
- Responsible for the centralized function of Vendor Management.
- Responsible for the preparation and filing of the Bank's regulatory reports including FRY6, FRY8, Call Report, and Summary of Deposit report.
- Attends ALCO committee meetings
- Performs the independent annual review of the bank's ALCO, Liquidity and Contingent Funding management and reporting.
- Maintenance and preparation of Cognos 10 reports on an ad hoc basis for the Finance Department and the Finance Department's section of the bank's Cognos Dashboard
- Prepare IRS Information reporting for Director's W-2 & 1099 Misc.
- Preparation and filling of the Bank's Interest Withholding tax return (Form 941) annually
- Scheduling BSA Audit, ACH Audit and Deposit related audits (added)
- Member of the following committees: EDP/IS, Management, and the Disaster Recovery Team, also attends ALCO committee meetings

Staff Accountant

- Assist in budgeting and the Capital Plan process.
- Monitors the daily cash position.
- Reconciles/Reviews the Bank's investment portfolio
- Provides quarterly data for ALCO to the external analyst
- Prepare Volatile Deposit Report for ALCO
- Review various reports including but not limited to Jack Henry and Inquiry reports



JOB DESCRIPTION

- Balance accounts including but not limited to WIP Accounts, Currency and Coin, Cashier's Checks Money Orders and Interest and Expense Check Accounts.
- Fixed Asset Accounting including reconciliation
- Prepare financial forecast

Secondary Responsibilities

- Support and back-up for Due From Reconcilements
- Support and back-up for FHLB borrowings
- Additional accounting support to CFO as needed
- Support and back up Holding Company accounting and consolidation.

Physical Requirements

Time spent standing: one fourth of the time

Lift (weight): 25 pounds

Frequency: Occasionally

Other:
