

ASSISTANT CONTROLLER

Reliant Bank is a fast-growing community bank locally owned and operated in Brentwood, TN. We are currently seeking an Assistant Controller to join the Reliant Bank team. This is an excellent opportunity for a motivated professional to work in a challenging and rewarding environment. This full time, non-exempt position reports to the Senior Vice President, Controller.

PURPOSE OF JOB

This position performs a variety of accounting duties according to existing procedures, methods and systems. Creates, receives, sorts, and proofs accounting documents, posts totals to ledger accounts, performs calculations, reviews internal records, and reconciles various accounts. Assists with various accounting and regulatory reports. Responsible for supervising the accounts payable functions.

JOB DUTIES AND RESPONSIBILITIES

- Manages Staff Accountant. Performs various personnel management functions including training, coaching, and conducts performance evaluations
- Performs various monthly reconciliations including general ledger (including all balance sheet accounts and various income statement accounts), internal DDA, and safekeeping of investments
- Reviews due from bank accounts daily
- Ensures adequate loan loss reserve is recorded to comply with bank policy
- Responsible for assisting CFO in funds management related to loan maturities, deposit maturities and balances maintained within the due from bank accounts
- Prepares monthly investment transactions
- Prepares quarterly Call Report
- Assists with annual budget process
- Responsible for maintaining fixed asset records
- Assists with preparation of reports provided to Board of Directors and Asset Liability Management Committee
- Handles quarterly FR2900 reporting of reserve requirements to the Federal Reserve Bank
- Assists internal and external auditors, and regulators, as necessary
- Supervises Accounts Payable process which includes approving invoices and reviewing posted items to ensure the items posted to the correct general ledger account
- Supervises employee expense reimbursement processing
- Maintains vendor information and records including invoices, backup and W-9 forms
- Researches outstanding accounts payable invoices and discrepancies
- Communicates payment issues with appropriate accounts receivable departments
- Provides information to Controller related to expense control
- Assists in the preparation of Audit Committee packages
- Promotes the Bank's products and services whenever possible; participates in bank sponsored events and networking opportunities, volunteer opportunities, and endorses the Bank's branch promise at every opportunity

JOB REQUIREMENTS AND QUALIFICATIONS

- College degree with an emphasis in accounting preferred
- Two to three years previous experience in the financial industry preferred
- Previous personnel management and leadership experience preferred
- Previous accounts payable experience helpful
- Excellent knowledge in Excel and Word
- Good organizational and communication skills
- Attention to detail essential
- Discretion in handling confidential information and sensitive documents
- Demonstrate a commitment to accuracy and quality while meeting deadlines

Reliant Bank offers competitive compensation and full benefits including medical, dental, life insurance, long term disability, and 401(k). Qualified candidates may submit their resume via e-mail to HR@reliantbank.com. Reliant Bank is an Equal Employment Opportunity/Affirmative Action Employer.