

QCR Holdings, Inc.

Job Description

TITLE: Controller, Quad City Bank & Trust (QCBT)

REPORTS TO: QCRH SVP Chief Accounting Officer (Direct)
QCBT President & CEO (Indirect)

DEPARTMENT: Accounting

LOCATION: Moline, IL

JOB SUMMARY:

Under minimal supervision, this position will record, monitor, analyze, and report all financial information for QCBT (bank-only, various subsidiaries, and consolidated) in accordance with GAAP to management, investors, creditors, and board members. This position will be responsible for providing relevant, reliable, and timely financial information to all users in a consistent manner, while maintaining the highest ethical standards. This position will serve as a key resource to the QCBT Management Team, as well as a member of QCRH's Group Operations (GO) Accounting Department Team.

ESSENTIAL FUNCTIONS:

1. Review, monitor, and assess all facets of the QCBT general ledger.
2. Complete analysis, make judgments, evaluate results, and prepare reconciliations related to the recording of monthly accounting entries.
3. Prepare monthly financial materials for the Bank's Board of Directors, including budget vs. actual analysis, variance explanations (MD&A), dashboards, liquidity and capital positions, etc.
4. Participate on the Bank's Asset Liability Management (ALM) Committee.
5. Responsible for leading and completing the Bank's budgeting process.
6. In partnership with others, responsible for understanding the Bank's liquidity and capital positions and completing short and long-term forecasts.
7. Participate in the company-wide reconciliation and review process and other processes related to the Company's compliance with Sarbanes-Oxley (SOX).
8. Responsible for completion of the Bank's quarterly Call Report.
9. Provide detailed financial information in the form of workpapers and analysis to our external audit firm for quarterly reviews and the annual audit. Also, work closely with examiners in the process of regulatory exams.
10. Work directly with Bank CEO and other team members on special projects (new products, possible acquisitions, partnerships, strategy, profitability, etc) that will have a significant financial impact.
11. Attend various meetings as needed to accomplish work assigned, regular team meetings, budget meetings, and other meetings as requested to present on various job relevant topics.
12. Manage direct staff reports, including the QCBT Assistant Controller, and others as assigned.
13. Participate in local organizations to promote the Bank and to support the community.
14. Other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in accounting or related field is required. CPA designation highly desirable.
2. Three to five years of experience in public accounting or in accounting within the financial institution industry is highly desirable.
3. Thorough understanding of all accounting practices and procedures including GAAP and regulatory guidance
4. Ability to interpret and analyze financial information.

5. Thorough knowledge of spreadsheet computer applications (Microsoft Excel). Word processing knowledge also preferred.
6. Ability to handle confidential information with tact and discretion.
7. Ability to manage a variety of tasks simultaneously and work independently in order to meet the required deadlines assigned.
8. Excellent interpersonal skills and strong ability to work with a team.