SUMMARY
The Hovde Family Office Controller position is a key role for our growing family office. The role will be responsible for overseeing all family office accounting and tax functions. This individual will work closely with the Hovde leaders to ensure all accounting functions are completed in an accurate, timely and proactive manner. This will include financial statement preparation and analysis for closely held entities such as H Bancorp, Hovde Capital Advisors, Hovde Foundation, H&L Ventures, etc. The role will also be responsible for aggregation, compilation, and review of financial statements from all other investments across the family office platform including Hovde Properties, public equities and private investments.

Since the Family Office is a dynamic, entrepreneurial, and expanding business, you will have the opportunity to work closely with leaders across the underlying businesses and consistently be exposed to new lines of business and learning opportunities. This is a perfect opportunity for an individual who is detail-oriented, communicates effectively, technically capable, intellectually curious and holds a deep desire to solve problems, and efficiently delivers a quality work product in a fast-paced, dynamic environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completes month-end and year-end closing processes, including preparation and input of journal entries, balance sheet reconciliations, bank reconciliations, and revenue summaries.
- Compiles and distributes monthly financial statements, researches and resolves balance sheet and income statement discrepancies, and responds to ad hoc requests.
- Responsible for coordinating all necessary tax work and filings in a proactive and timely manner.
- Responsible for managing tax projections and planning across portfolio investments to optimize tax positions on a global basis.
- Assists in the development, implementation and monitoring of internal accounting systems and policies and procedures to ensure operations remain in compliance with regulations and reporting requirements.
- Prepares financial statements and schedules for auditors and various management reports. Aggregates all audited financial statements for review by outside auditors, when applicable.
- Responsible for reviewing, monitoring and managing a significant number of bank accounts, including funding and transfers, for the closely held family office entities.
- Responsible for aggregating all financial information to generate month-end balance sheets and income statements for the aggregate family office.
- Serves as the initial point of contact for inquiries, problems and exceptions related to the review of account reconciliations and financial reporting.
- Performs other duties as assigned.
**ADDITIONAL RESPONSIBILITIES**

- Demonstrates high degree of professionalism in communication, attitude and teamwork with customers, peers and management
- Demonstrates high level of quality work, attendance and appearance
- Adheres to all Company Policies & Procedures and Safety Regulations
- Adheres to local, state and federal laws
- Understands and complies with all company rules and regulations
- Attends training and maintains a basic knowledge of procedures to ensure compliance with laws and regulations governing financial institutions, as they apply to your position and job responsibilities, with an emphasis on the BSA/AML/CIP, Consumer Privacy, Regulation CC, Information Security, Bank Protection Act, FACT-Identity Theft, Information Technology and GLBA.
- Additional duties as assigned as it relates to the position

**SUPERVISORY RESPONSIBILITIES**

This position does not have any initial supervisory responsibilities

**POSITION LOCATION**

This position is on-site and can be located in Madison, WI or Sandy, UT

**MINIMUM QUALIFICATIONS**

- Degree in Accounting required; CPA preferred
- Minimum 10 years of accounting experience with exposure to fund, investment and private equity accounting
- Mix of Public and Private accounting with tax experience preferred
- 3-5 years of fund and investment accounting experience preferred
- Previous experience in a Family Office with varied businesses and investments preferred
- Strong knowledge of Microsoft Excel/Word and accounting softwares (Sage, QuickBooks, Genesis, Etc.)
- Very high degree of discretion dealing with confidential information
- Personal characteristics include integrity, professional in attitude and appearance, and trustworthiness
- Demonstrated written and oral communication skills
- Analytical thinking and quick comprehension
- Demonstrated ability to work independently and as a team
JOB DESC: Hovde Family Office Controller

REPORTS TO: CEO & President

COMPETENCIES:

- Adaptability
- Communication
- Decision Making
- Initiative and Self Starter
- Innovation
- Motivator
- Organization
- Professionalism
- Results Orientated

PHYSICAL DEMANDS: In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

- Standing, walking and squatting less than fifty percent of the work shift
- Required to lift, move and carry up to 40 pounds
- Ability to read, count and write to accurately complete all documentation and reports
- Must be able to see, hear and speak in order to communicate with employees and other customers
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Manual dexterity required using hands to finger; handle, feel and type; reach with hands and arms

(Check the box that applies by double clicking on the box.)

☐ Sedentary: Limited activity, no lifting, limited walking
☐ Moderate: Mostly standing, walking, bending, frequent lifting
☒ Light: Office work, some lifting, bending, stooping or kneeling, walking
☐ Arduous: Heavy lifting, bending, crawling, climbing

WORK ENVIRONMENT: In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

- The work space is clean, orderly, properly lighted and ventilated with the proper safety compliance
- Noise levels are considered moderate
H Bancorp LLC is an Equal Opportunity Employer

H Bancorp LLC works with staff members and customers without regard to race, ancestry, national origin, sex, marital status, age, religion, medical condition, handicap, disability or veteran status and to assist the Bank in maintaining its Affirmative Action Program.

Compliance with Bank Secrecy Act laws and regulations is considered an extremely serious matter, and it is intended that HB, through the purposeful efforts of its employees and officers, are expected to make every resolute attempt to conform to its Bank Secrecy Act Program and Procedures. Failure to comply will be reflected in their performance review as well as in any bonus compensation programs in which they may participate.

Attend and complete all required classroom, computer-based, web-based and seminar training. It is the individual responsibility of every employee to maintain a current awareness and understanding of and to fully comply with Sunwest Bank’s “Code of Ethics and Conduct.” Each employee is also expected to maintain an awareness of the laws, regulations, internal policies and procedures that are appropriate for his/her position.

Note: The preceding job description has been designed to indicate the general nature and level and work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. All job descriptions can be amended without notice as warranted by business necessity.

H Bancorp

RECEIPT OF JOB DESCRIPTION

Employee name: ________________________________

Employee signature: ___________________________ Date: _______________

Department: ________________________________

Manager name: ________________________________

Manager’s signature: ___________________________ Date: _______________

All job descriptions can be amended without notice as warranted by business necessity.