



**Job Title:** Assistant Controller – General Ledger  
**Department:** Finance  
**Location:** Pittsburgh, PA

**Summary of the Position:**

The Assistant Controller – General Ledger reports to the VP Controller. The position is responsible for overseeing the daily operations of the Finance team, delivering the monthly close, financial analysis, and assisting in other projects as assigned.

**Primary Functions of the Position:**

- Primary reviewer/approver of the following: accounts payable, accruals/prepays, cash/wires, Concur, derivatives, equity, fixed assets, investments, and payroll. Ensure transactions are in accordance with accounting policies and US Generally Accepted Accounting Principles (“US GAAP”).
- Deliver the monthly close, reconciliations and financial analysis to the Controller on a monthly basis.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Responsible for payroll tax compliance. Assist the Controller with broader tax credits, compliance and filing requirements.
- Assist in preparation of the budget and financial forecasts.
- Assist in researching technical accounting issues.
- Other projects as assigned.

**Education and Experience Requirements:**

- This position requires 7+ years of hands-on independent problem-solving, project management, and analysis experience in the finance, accounting, or auditing areas.
- Master’s degree in Finance, Accounting, or Business Management required
- CPA certification preferred
- Knowledge of accounting principles, auditing standards, PCAOB, and Sarbanes-Oxley (“SOX”) requirements.
- Advanced experience with Microsoft Excel, PowerPoint

**Essential Skills and Abilities:**

- Demonstrated knowledge of accounting principles and reconciliation procedures
- Organized with strong attention to detail
- Professional interpersonal and communication skills
- Strong independent problem solving, project management, and analytical skills in finance, accounting, or auditing related areas

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