

Position Description



Position Title: Controller

Job Code:

Reports To: CEO

Exemption Status:

Department: Finance

Date: 10/1/2020

POSITION SUMMARY

The Controller will plan and direct the accounting operations of the company. Oversees the operations of the Accounting Department, which include accounts payable, accounts receivable, bank reconciliations, and payroll. Oversees training programs and identifies training needs.

KEY DUTIES AND RESPONSIBILITIES

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or international financial reporting standards.
- Recommends benchmarks that will be used to measure the company's performance.
- Produces the annual budget and forecasts; reports significant budget differences to management.
- Provides financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations.
- Works with external auditors and provides needed information for the annual audit.
- Files quarterly and annual reports with the Securities and Exchange Commission.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in Accounting or Business Administration required.
- Ten years or more of related experience required.
- Certified Public Accountant or Certified Management Accountant designation preferred.

Skills/Knowledge/Abilities

- Excellent management and supervisory skills.

Position Description



- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient in accounting and tax preparation software.
- Proficient in Microsoft Office Suite or similar software.

Technical Skills & Physical Requirements

- Basic Computer Knowledge
- Microsoft Word
- Excel
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Able to travel as needed.