

Position:	Controller	Supervises:
Reports To:	Corporate Vice President	<ul style="list-style-type: none">• A/P Specialist
Employment Status:	Regular, Full Time	<ul style="list-style-type: none">• Accounting consultants
FLSA Classification:	Exempt, salaried	
Pay Range:	TBD	

Position Summary:

The Controller will plan and direct the accounting operations of the company.

Responsibilities and duties:

- Oversees the operations of the Accounting Department, which include accounts payable, accounts receivable, bank reconciliations, and payroll.
- 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.
- Manage all aspects of inventory accounting and fixed asset accounting, including valuation, internal controls and reporting procedures.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files required tax forms with federal, state, and local government agencies.
- As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.
- Performs other related duties as assigned.

Education and experience:

- Bachelor's degree in Accounting, Finance, or Business Administration required.
- 10 years or more of accounting experience required.
- Certified Public Accountant or Certified Management Accountant designation preferred.

Knowledge, skills, and capabilities:

- Excellent management and supervisory skills.
- 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.

Physical, Mental and Visual Demands

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.