JOB DESCRIPTION

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| **TITLE:** | Controller | **DATE:** | 4/2017 |
| **REPORTS TO:** | VP Finance | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Accounting | **MGT/SPVR:** | Yes |

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**SUMMARY**

Manage finance and accounting departments providing information, primarily financial in nature, about all company activities that will assist management, its shareholders and other users in making educated economic decisions about the company's future.

**Essential Duties and Responsibilities** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

* Oversee the activities of the corporate accounting department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements and annual audits and annual budgets.
* Oversee the activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, core employee expense reports, cash control, core payroll processing and total corporate payroll tax compliance.
* Oversee the activities of the accounts receivable department to ensure the accurate and timely management of all accounts receivable aging components including billings, cash receipts application, etc; funding service management, which includes weekly funding reports and customer service; quarter and year-end payroll closing including federal and state reports; and check statistic management.
* Assure corporate income tax compliance to assure the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
* Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.
* Respond to CEO as assigned with accurate and timely work to facilitate his financial needs.
* Participate in a wide variety of special projects and compile a variety of special reports.
* Communicate with co-workers, management, clients and others in a courteous and professional manner.
* Conform with and abide by all regulations, policies, work procedures and instructions.
* May perform other duties as assigned

**Competencies**

* Financial Management.
* Technical Capacity.
* Performance Management.
* Ethical Conduct.
* Influencing and Inter-personal Communication Proficiency.
* Personal Effectiveness/Credibility.
* Advanced Excel modeling
* Dynamics AX &/or Dynamics 365

**Supervisory Responsibilities**

Directly manage the accounting department. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Education and Experience**

Bachelor's degree (BA) in accounting or finance from four-year college or university; CPA certification; at least 10 years related experience and/or training; or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Must be proficient in Microsoft Office Suite, particularly Excel. Experience with Microsoft Dynamics AX and MBA preferred.

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certifications, Licenses, Registrations**

CPA certification required.

**Physical Demands**

The physical demands described here 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 enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.