



JOB DESCRIPTION

Date: January 29, 2019
Job Title: Controller
Reports to: Vice President & General Manager
FSLA Status: Full-Time, Exempt

Job Objective

The Controller will oversee all financial and accounting activities as it pertains to the day-to-day operations of the company.

Job Duties and Responsibilities

- Responsible for all facets of accounting to include but not limited to budget management, financial analysis, general ledger reconciliation, monthly journal entries, forecasting, account analysis, bank reconciliation, fixed asset tracking, accounts receivable, accounts payable, cash management and financial statement preparation;
- Responsible for completion and maintenance of general ledgers and financial reports;
- Develop, alongside the senior staff, budgets and forecasts as well as direct the organization's accounting functions. These functions will include establishing and maintaining the organization's accounting principles, practices, and procedures.
- Oversee the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, 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;
- Assure corporate income tax compliance to assure the accurate and timely completion of all corporate income tax returns;
- Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value;
- Establish and maintain work center labor and burden costs.
- Provides up-to-date and accurate labor rates and profit mark-ups used in the sales estimating process to ensure selling price and gross margins are aligned with company goals and budgets.
- Develop and monitor business performance metrics;
- Other duties as assigned;

Knowledge, Skills and Abilities

- Bachelor of Science in Accounting or Finance;
- 4+ years prior experience in public and/or corporate accounting; CPA desirable, but not required; Familiar with a variety of the field's concepts, practices, and procedures;
- Experience in a manufacturing environment required.
- Proficient with ERP systems and Microsoft Excel.
- Strong job costing experience in a percentage of completion accounting environment preferred.
- This position requires organizational, accounting, and both verbal and written communication skills;
- Strong interpersonal and communication skills;

- Impeccable analytical and organizational skills;
- Effective at juggling and prioritizing multiple tasks;
- Show initiative in problem solving and the ability to take ownership of assigned tasks;
- Must be deadline oriented in order to accomplish daily and weekly routines;
- Must possess the analytical ability necessary to gather and summarize information, resolve problems as necessary, be able to determine the appropriate course of action, and understand the business to escalate issues to the appropriate person within the company as necessary;
- Demonstrates highly-ethical behavior and good judgment at all times;
- Willingly takes on additional assignments as requested;