

DESCRIPTION

Job Title:	Controller
Department:	Finance
Reports to:	CFO
Employment Type:	Full-Time
FLSA:	Exempt

SUMMARY: The Controller is responsible for directing the financial management, business planning and accounting activities of the business. The Controller will supervise the payables, receivables, management and financial reporting. This position also has joint oversight with HR regarding payroll. The Controller is involved in developing short- and long-term plans and forecasts based on business goals; providing financial and operational analysis of results; and providing financial and operational alternative recommendations to improve results.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Direct the accounting and financial affairs of the business and provide guidance for management decisions; this includes ensuring accuracy of financial statements, the timely and accurate completion of transaction processing activities, payments are properly supported and authorized, internal control compliance, adequate safeguards are in place where possible based on risk to properly protect assets, credit policies are followed and customer collections are made, and effective disclosure practices are in place and being followed
- Conduct month/year-end closings and ensure that financial transactions are processed properly.
- Coordinate and direct the preparation of budget and financial reports and forecasts
- Ensure that the company maintains compliance with federal, state and local tax laws and regulations specific to the industry
- Maintain system of accounts and document balances through complete and timely account reconciliations.
- Prepare internal reports, revise and up-dates reports for Management decision making. Analyze and report variances.
- Make recommendations to management aimed at improving the short and long-term results of the business.
- Review financial position and key control issues with management on a quarterly basis.
- Ensure all internal audit findings are corrected and remain corrected on a quarterly basis
- Manage the profit forecasting, annual budgeting and month-end closing processes. Prepare financial analysis and scenarios as requested.
- Manage the capital expenditure process including working with Senior Leadership on analysis of significant projects and ensuring that project's financials are prepared properly prior to Board of Director submittal.
- Provide guidance, training, and operating documentation to accounting staff as well as other staff that engage in accounting activities

REQUIREMENTS:

- Bachelor's degree in accounting or finance required or relevant experience required.
- CPA designation is a strong preference
- 8 years' experience in the accounting function with a solid understanding of all the major areas of accounting required.

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- Minimum of five years' experience in manufacturing setting with one to two years as Accountant (or similar experience) with an overall understanding of operations
- Solid understanding and working knowledge of standard financial / accounting procedures, GAAP concepts and principles, accounting procedures and internal control required.
- Solid analytical and mathematical skills.
- Working knowledge of general ledger financial systems and keeping accurate inventories.
- Must be able to analyze a multitude of issues and effectively communicate findings
- Strong interpersonal skills to effectively lead and communicate with business management
- Ability to plan and manage numerous projects and areas concurrently.
- Strong working knowledge of Word, Excel and accounting software required.
- Strong leadership, problem solving and training skills to shape and lead team by example and create enthusiasm.
- Proven work experience as a VP of Finance or similar role

TRAVEL

The position may require occasional travel to business entities.