



Controller

Position Description

Reports to: President

Division/Department: Accounting

Supervises: Accounting Clerks and Specialists

Status: Full Time, Exempt

OVERVIEW
The Controller is responsible for overseeing all accounting operations of the company.
RESPONSIBILITIES
<ul style="list-style-type: none"> • Manages accounting issues for compliance with generally accepted accounting principles and guidelines. • Ensures financial records are maintained in compliance with accepted policies and procedures. • Evaluates department policies and procedures to maximize operating and financial efficiency. • Monitors and updates reports maintaining confidentiality to the President/CEO, Comptroller, or Department Managers as appropriate. • Reviews, establishes, and monitors implementation and maintenance of accounting control policies. • Manages Accounts Receivables process including receiving customer payments, facilitating collection meetings with the staff, communicating efforts, progress, and challenges with the Owner/President. • Coordinates with Executive Team and Comptroller as needed. • Performs internal activities regarding WIP and ensures accurate cost/revenue allocation and reporting. • Performs monthly, quarterly, and annual monitoring of Accounts Receivable, Accounts Payable, Payroll and Income Statement Detail, making appropriate adjustments and updates within the General Journal. • Supervises department staff according to overall company policy. • Makes recommendations on hiring, developing, and terminating accounting personnel. • Monitors staff performance, productivity, and activity levels. • Delegates work duties to department staff and assists with work progress. • Performs weekly, monthly, quarterly, and annual reporting as needed and provides appropriate recommendations to ensure company's solid financial position. • Provides monthly financial analysis and recommendations regarding expenditures, A/R performance, payroll, asset and liability management. • Performs insurance audit and workers' compensation renewal, providing any necessary documents and reports. • Ensures business licensing is up to date and covers work jurisdictions as appropriate. • Facilitates a safe and secure working environment. • Planning, directing and coordinating all accounting operational functions • Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results

- Coordinating and preparing internal and external financial statements
- Coordinating activities of external auditors
- Providing management with information vital to the decision-making process
- Managing the budget process
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes
- Evaluating accounting and internal control systems
- Evaluating the effectiveness of accounting software and supporting database, as needed
- Developing and monitoring business performance metrics
- Overseeing regulatory reporting, frequently including tax planning and compliance
- Hiring, training and retaining skilled accounting staff
- Performs other functionally related duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Controller

Date

President

Date