

Job Description

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| Job Title: Controller | Employee Classification: Salary Exempt |
| Effective: 04/2022 | Replaces: New Position |

Purpose of Position: Responsible for the oversight of financial functions, specifically including General Ledger accounts and accruals in accordance with Generally Accepted Accounting Principles (GAAP). Preparation of Financial Reports to Leadership Team and Ownership team, including budget variance reporting. Work in tandem with accounting staff who are responsible for billing, collections and management of these functions. Work with the team to develop and maintain a system of controls.

Summary of Essential Job Functions:

- Review accounting month end processes and ensure proper accruals are booked in accordance with GAAP.
- Perform timely monthly account ledger reconciliations and reconciliation review for accounts in the general ledger.
- Coordinate and support the Finance and Accounting team by complying with internal controls and guidelines for accounting transactions to be recorded in accordance with GAAP.
- Oversee the production of monthly and quarterly financial reports; producing budget to actual variances, presentation support and work in tandem with Accounting Manager to ensure Accounting occurs timely and accurately.
- Recommends benchmarks that will be used to measure the company's performance.
- Assist in the preparation and gathering of reports and documents for the annual third-party audit.
- Assist in developing a culture of continuous improvement within the Accounting Department around business processes and internal controls, including implementing, monitoring and enhancing current controls.
- Support preparation of business activity reports, financial forecasts, and annual budgets.
- Support and collaborate tax planning throughout the fiscal year, support filing annual corporate tax return.
- Provide recommendations to management on short- and long-term financial strategies and policies.
- Ensures compliance with local, state, and federal government requirements.
- Other duties as assigned.

Education and Experience Qualifications:

- Bachelor's degree in Accounting or equivalent.
- 3 years' experience working in a manufacturing organization.
- 7 years' accounting experience.

- Experience with manufacturing accounting, preferred.
- Experience with NetSuite Enterprise Resource Planning (ERP) system, preferred.

Physical Demands of Position:

- Physically able to lift up to 20 pounds (materials/equipment)
- Effective use of computer, laptop, cell phone and other mobile device to exchange information.

Competencies and Skills Requirements:

- Excellent communication skills, both verbal and written.
- Excellent team skills and team oriented.
- Excellent time management skills and meets deadlines.
- Flexible; able to multi-task in response to time-sensitive and changing situations.
- Effective listening skills.
- Objective, solution-oriented problem-solving skills.
- Handles highly sensitive and confidential information.
- Resourceful, able to network and connect people to appropriate resources.
- Technology savvy, comfortable using MS software products.
- Strong planning and organizational skills and follow through.
- Resilient, stays positive and solution oriented.
- Perceptive, discovers underlying issues in situations and re-states them in a helpful way.
- Self-starter with a strong work ethic, able to work without direct supervision.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.