

Company Name

POSITION DESCRIPTION

POSITION TITLE: Controller

DEPARTMENT: Accounting

CLASSIFICATION:

APPROVED BY:

REPORTING RELATIONSHIPS

POSITION REPORTS TO:

POSITIONS SUPERVISED:

POSITION PURPOSE

Responsible for directing, coordinating, maintaining, and controlling an accounting system that properly reflects the financial position of the Company. Monitors Department policies and procedures and recommends improvements, consults with the Senior Management team, participates in establishing and implementing major goals and objectives, and serves as a resource in all aspects of accounting. Ensures accurate internal and external recording and reporting of financial transactions. Oversees budgeting, general ledger, accounts payable and receivable, payroll, fixed asset management, etc. Ensures that accounting activities are in accordance with established legal, regulatory, and Company procedures. Assigns, directs, and appraises accounting staff.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the planning, development, and implementation of effective accounting strategies, policies, and procedures.**
 - a. Assists Senior Management in developing short and long term goals and objectives for the Accounting Department.
 - b. Ensures that accounting plans, goals, and policies are consistent with established Company-wide goals.
 - c. Ensures that policies are in accordance with evolving regulations, legal requirements, and industry trends.
 - d. Supervises the development and implementation of financial information and control systems, including general ledger, budgeting, cost allocation, and other subsystems.
2. **Assumes responsibility for the effective preparation, maintenance, and reporting of internal and external financial records and analyses.**
 - a. Oversees the preparation of daily, monthly, annual, and other periodic financial statements and reports. Ensures that external document submissions and filings are accurate and timely.

- b. Coordinates tax reporting requirements. Works with external accountants to file federal, state, payroll, and personal tax returns. Oversees the preparation and filing of payroll taxes, and tracks and reports fringe benefit tax data (relocation expense reimbursements, use of Company vehicles, etc.).
 - c. Prepares and monitors the Accounting Department budget and business plan.
 - d. Coordinates the annual audit. Ensures that accounting records and reports are in compliance with GAAP and government regulations. Cooperates with and assists external auditors as appropriate.
 - e. Oversees the preparation and control of operational budgets.
 - f. Completes reports and analyses of departmental and area operations as requested by Senior Management. Conducts cost analysis, ratio and trend analysis, and other comparative examinations as appropriate.
3. **Assumes responsibility for overseeing daily operations and performing administrative functions for the Accounting department.**
- a. Ensures effective financial internal controls for the Department and the Company. Continually evaluates established policies and procedures, and updates or modifies them as necessary. Documents and creates flowcharts to organize Department processes.
 - b. Coordinates accounting information systems which track specific operational and financial data. Works to implement and update systems including HR/payroll, fixed asset management, expense management, cash management, etc.
 - c. Completes financial analyses of Company cash flow, investment strategies, banking relationships, debt management, etc. Develops and implements improvements as appropriate.
 - d. Reviews potential merger and acquisition opportunities. Prepares business plans and reports addressing related issues.
 - e. Performs credit worthiness evaluations on clients and potential clients.
4. **Assumes responsibility for establishing and maintaining effective communication and coordination with Company personnel, departments, and management.**
- a. Advises department managers regarding accounting entries, reports, and comparative analyses.
 - b. Coordinates accounting functions with other departments. Interfaces with the IT Department in the development and implementation of efficient systems consistent with new software applications.
 - c. Ensures the timely completion of reports, records, and other documentation.
 - d. Ensures that all employees are well informed of accounting policies, procedures, and regulations. Facilitates consistency at all levels of accounting operations.
 - e. Attends and participates in meetings and committees as appropriate.
5. **Assumes responsibility for establishing and maintaining effective business relations with vendors, outside auditors and regulators, and professional trade groups.**
- a. Serves as a liaison between the Company and external auditors and regulatory authorities.
 - b. Represents the Company to various trade professionals and groups.

- c. Ensures that the Company's professional reputation is maintained. Ensures appropriate levels of confidentiality regarding Company operations.

6. **Effectively supervises Accounting personnel, ensuring optimal performance.**

- a. Oversees hiring and succession planning for the Department. Assesses staffing requirements and fills open positions with qualified candidates.
- b. Provides leadership to accounting personnel through effective objective setting, delegation, and communication. Conducts meetings to ensure that personnel are well informed of changes in programs, policies, and procedures.
- c. Trains, directs, and coordinates personnel. Ensures that training and development needs are met and provides assistance and support as needed.
- d. Conducts performance appraisals as assigned. Provides measurable feedback to accounting staff and suggestions for improved performance. Formulates and implements employee corrective actions as needed.

7. **Assumes responsibility for related duties as required or assigned.**

- a. Ensures that work area is clean, secure, and well maintained.
- b. Stays informed of trends and changes in the accounting and finance fields.
- c. Completes special accounting projects as assigned.

PERFORMANCE MEASUREMENTS

- 1. Financial and accounting statements, records, and reports are accurate and timely. Management is provided with useful and informative reports and data. The company's financial position is accurately conveyed.
- 2. Appropriate department policies and procedures are developed and updated as needed.
- 3. Department functions are conducted in accordance with established principles, standards, and legal requirements.
- 4. Company assets are safeguarded and preserved.
- 5. Department personnel are effective and efficient.
- 6. Positive business relations exist with auditors, government officials, and trade professionals.
- 7. Good coordination and effective working relations exist with other departments. Assistance is provided as needed.

QUALIFICATIONS

EDUCATION/CERTIFICATION: Bachelor's and Master's degree in accounting, business, or a related field; CPA preferred.

REQUIRED KNOWLEDGE: Thorough knowledge of financial and accounting practices and procedures.
Understanding of governmental regulations and reporting requirements.
Understanding of related auditing and IT functions.

Broad based knowledge of the entrepreneurial business environment.

EXPERIENCE REQUIRED: Five or more years of high level accounting experience.
Three or more years of supervisory experience.

SKILLS/ABILITIES: Excellent leadership and human relations abilities.
Able to organize, coordinate, and direct projects.
Strong oral and written communication abilities.
Solid analytical and technical skills.
Able to use all related hardware and software.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

FINGER DEXTERITY: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

TALKING: Especially where one must convey detailed or important instructions or ideas accurately, loudly, or quickly.

AVERAGE HEARING: Able to hear average or normal conversations and receive ordinary information.

AVERAGE VISUAL ABILITIES: Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.

PHYSICAL STRENGTH: Sedentary work. Sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

WORKING CONDITIONS

NONE: No hazardous or significantly unpleasant conditions. (Such as in a typical office.)

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY: Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.
Able to deal with very difficult concepts and complex variables.

MATHEMATICS ABILITY: Ability to use advanced algebra, exponents, logarithms, linear equations, quadratic equations, mathematical induction and binomial theorem, permutations, calculus, and/or analytic geometry.
Able to perform basic statistical calculations including frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory and factor analysis.

LANGUAGE ABILITY: Ability to read scientific and technical journals, abstracts, financial reports, and legal documents.
Ability to prepare articles, abstracts, editorials, journals, manuals, and critiques.
Ability to prepare and make comprehensive presentations, participate in formal debate, communicate extemporaneously, and professionally communicate before an audience.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.