

Controller

Position Description

Department: Accounting	FLSA Status: Non-Exempt
Reports to: CEO	Date: 06-12-2017

Primary Function:

Directs accounting activities of an organization by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities:

- Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments.
- Manage the accuracy and productivity of the day-to-day activities of the Accounting Department.
- Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
- Assure financial plans are consistent with organizational goals
- Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary
- Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies
- Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

- Bachelor's degree from four-year college or university and two years related experience.
- Strong working knowledge of the General Ledger required
- Preferred knowledge of U.S. Government and Commercial Regulations with DCAA Experience
- Strong analytical and problem solving skills.

Additional Skills

To perform this job successfully, individual should have knowledge of Accounting software and Microsoft Office Suite.

Reading and Mathematic Skills

Ability to read, analyze, and interpret general business documents, technical procedures, or governmental regulations; ability to respond effectively to the most sensitive inquiries and complaints. Effective and persuasive presentation skills on controversial or complex topics to top management.

Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.

Other Qualifications

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, walk, talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The noise level in the work environment is usually quiet – typical of what is generally found in an office setting.