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| Job Title: | Controller | Status: | Exempt |
| Department/Group: | Executive Management | Travel Required: | Yes |
| Position Reports to: | President / CEO | Position Type: | Full-Time |
| Salaried / Hourly: | Salaried |  |  |
| Reporting Positions: | Accounting Assistant, Administrative Assistant, Bookkeeper | | |
|  |  |  |  |
| **Approved By:** |  | **Date:** |  |
| **Updated By:** |  | **Date:** |  |

**Position Summary / Purpose**

Provide leadership and coordination of company financial planning, debt financing and budget management functions. Ensure that company accounting procedures confirm to generally-accepted accounting principles.

Assist in managing the profitability and cash flow of the business that will assure the continued liquidity and growth of the company and the financial well being of its stakeholders.

**Principle Duties and Responsibilities**

* Direct and coordinate the company financial planning and budget management functions
* Manage the preparation of financial reports and forecasts
* Monitor and analyze monthly operating results against budget
* Oversee daily operations of the Finance department
* Design the organization structure for the Finance department, staff positions with qualified employees and continually train and develop employees in order to effectively accomplish the department’s goals and objectives
* Ensure compliance with local, state/provincial and federal reporting requirements
* Work with other department managers, executive and owners to develop and execute the strategic plan
* Direct and coordinate debt financing and debt service payments with external agencies
* Direct financial planning, procurement and investment of funds
* Recommend benchmarks for measuring the financial and operating performance of departments and divisions
* Direct financial audits and provide recommendations for process and procedure improvements
* Determination of depreciation rates to apply to company capital assets
* Establish and implement short and long-range departmental objectives, policies and operating procedures
* Advise owners/management regarding property and liability insurance coverage needs
* Accurately prepare and file required tax forms

**Additional Duties and Responsibilities**

* Assist in collecting overdue receivables
* Represent the company to external media, funding agencies, government agencies and the general public
* Provide accounting policy orientation for new staff

**Decision Rights and Authority**

* Hiring, development and termination decisions for finance department employees
* Creation of financial forecast and budget portion of strategic plan based on input from owners and department managers
* Determine when borrowing from existing line of credit is required

**Working Relationships and Scope**

* Regular communication with owner(s) and CEO regarding company performance and strategic issues
* Maintain communications and relationship with banking and lending organizations.
* Coordination with all department managers regarding budgets, operating performance and strategic direction.

**Performance Competencies**

* Integrity – Iron clad. Does not cut corners. Puts the interests of the business above self. Earns trust of co-workers. Intellectually honest, doesn’t play games.
* Oral Communication – the individual speaks clearly and persuasively in positive or negative situations. Effective in one-on-one, small groups and in public speaking contexts. Adaptable and able to think on his/her feet. Demonstrates a command of the language. Easily articulates ideas and standards.
* Written Communication – Writes clear, precise, well organized letters, proposals and emails. Uses proper grammar and punctuation. Demonstrates appropriate vocabulary and correct word usage.
* Team Building – Achieves cohesion and effective team spirit with subordinates. Ability to motivate teams to produce quality output within tight timeframes and to simultaneously manage multiple projects. Sustains a climate characterized by open, honest relationships where differences are constructively addressed rather than ignored, suppressed or denied. Treats subordinates fairly and shares credit.
* Sound Judgment and Decision Making – Demonstrates consistent logic, rationality and objectivity in decision making. Driven by the financial well being of the business and its stakeholders
* Planning & Organizing – Plans, organizes, schedules and budgets in an efficient, productive manner. Effectively contributes to the long range planning activities. Focuses on key priorities. Pays attention to details. Manages personal time well.
* Money Management – Demonstrates sound fiscal habits. Employs a disciplined approach to spending. Tracks expenditures. Works from a budget.
* Excellence – Sets high, ‘stretch’, standards of performance for him/her self and their organization. Demonstrates low tolerance for mediocrity. Encourages individual initiative. Maintains a level of intensity sufficient to achieve long-range goals.
* Technology – the individual uses typical communication devices to effectively speed communication and appropriately utilizes company-approved estimating, customer contact management and standard word processing and spreadsheet software tools to enhance efficiency and accuracy of work performed.

**Qualifications - Knowledge, Skills and Abilities**

* Education and Experience

Bachelor’s degree in Accounting, Business or related field plus CPA certification. (MBA or Master’s degree in Finance or Accounting is preferred but not required). Minimum of seven (7) years experience in senior-level accounting or finance positions with similar sized and larger organizations.

* Finance, Accounting, Budgeting and Cost Control

Extensive knowledge of the principles and concepts and significant experience in these areas – including generally accepted accounting principles. Knowledge of federal and state/provincial financial regulations.  
  
Ability to analyze financial data, prepare financial reports, statements and projections. Working knowledge of short and long-term budgeting and forecasting.

* Strategic Skills

Proven ability to identify clear opportunities and threats. Accurately assesses the company’s strengths and vulnerabilities. Comprehends the big picture.

* Mathematical Skills

Possesses strong mathematical skills. Able to quickly compute rate, ratio and percentages and to interpret financial reports, analyze performance, changes and trends. Recognizes inconsistencies across multiple reports and sets of data.

* Constructive Confrontation

Has the ability to solicit, process and integrate inputs and ideas from subordinates, peers and executives. Recognizes areas of conflict or disagreement and deals with them through open and honest dialogue. Effectively provides feedback. Willing to stand their ground based on sound principles and experience, in the face of opposition by owners and other executives.

* Software

Knowledge of automated financial and accounting reporting systems. Effectively operates accounting software (e.g. Quickbooks, Peachtree) and understands how to make changes to ledgers, accounts and reports to reflect the needs of the business.

* Computers and Electronic Technology

Demonstrates intermediate to advanced skill in the use of computers, the internet, PDAs and other digital technology specific to the job as well as MS Word, Excel and other industry-specific software.

**Physical Demands**

*The physical demands described below are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently to stand and walk. The employee must regularly lift and/or move up to 10 pounds.

**Working Conditions**

* Controller’s work is typically carried out in an office environment. Occasionally traveling to and meeting with customers and clients at their facilities is required.
* Noise level in the work environment is usually quiet.

**EMPLOYEE POSITION ACKNOWLEDGMENT**

I have read and understand the duties and responsibilities of my position as Controller. I have been provided with a copy of the company’s Position Description for this job.

I understand that I am responsible for carrying out the responsibilities defined in the attached Position Description and am expected to follow any additional job-related instructions, and to perform additional job-related duties as requested by my supervisor.

**SIGNATURES OF ACCEPTANCE**

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| --- | --- | --- | --- |
| Signing on behalf of this position and agreeing to accept all its accountabilities is: | | | |
|  | Date |  |
| Signing on behalf of the Manager’s position and agreeing to accept all its accountabilities is: | | | |
|  | Date |  |