



JOB DESCRIPTION CONTROLLER

Rev.0

Payroll Status: Exempt

Purpose of position: The Controller is responsible for corporate accounting, regulatory and financial reporting, budget and forecast preparation, as well as development of internal control policies/procedures and financial risk management.

Reporting Relationship:

Manager: President

Positions Reporting to: Accounting Assistant

Responsibilities:

- 1) Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Cost Accounting, Inventory Accounting, Revenue Recognition, & Fixed Assets
- 2) Prepare and publish timely monthly financial statements and monthly reporting packages to ownership group
- 3) Create monthly and annual reports to identify results, trends, and financial forecasts
- 4) Motivate and lead finance team members by clarifying roles and providing helpful feedback
- 5) Suggest updates and improvements for accounting systems, including payroll and invoicing
- 6) Review all financial plans and budgets regularly to look for cost reduction opportunities
- 7) Act as liaison and prepare schedules for auditors for the annual review and tax return preparation
- 8) Manage quarterly covenant tracking and compliance
- 9) Coordinate the preparation of regulatory reporting
- 10) Research technical accounting issues for compliance
- 11) Ensure quality control over financial transactions and financial reporting
- 12) Manage and comply with local, state, and federal government reporting requirements and tax filings
- 13) Develop and document business processes and accounting policies to maintain and strengthen internal controls
- 14) Other quality system procedures as trained upon (see ISO section of Job Description)



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Knowledge and Skill:

- 1) Degree from an accredited four-year college; a CPA and/or MBA would be a plus
- 2) Minimum of 5 years of professional financial management; the ideal candidate has been the Controller / Accounting Manager for a manufacturer with ~\$10 million in revenues (or the Controller of a business unit of a larger manufacturer) with multiple locations; prior national or regional public accounting experience is a plus
- 3) Must be an open person who will quickly win the trust of your entire organization
- 4) Proficient in cash flow forecasting, budgeting, and financial modeling
- 5) Candidates will have acquired a thorough understanding of GAAP accounting; will have demonstrated an intuitive sense about costs and working capital; will be capable of developing and delivering timely financial metrics for executive management to use in running the business and for private equity investors to use in monitoring the business
- 6) Must have an intellectual curiosity about the business and a focus on improving operations and working capital management (particularly inventory management); must understand the need to wear a number of hats during periods of dynamic growth; ability to identify most relevant Key Performance Indicators and actively monitor/manage the business in line with achievable goals; experience executing and integrating acquisitions would be a plus
- 7) Will use technology to improve access to information needed to run the business; business system design and development a must; utilize system to improve processes, eliminate errors and reduce administrative costs; will naturally strive to simplify the business, not make things more complicated. Previous ERP system implementation and administration a must.
- 8) Propensity to take responsibility, move forward, and encourage others to share the vision; will possess the qualities that inspire confidence and trust; must have a strong drive to “win”, a desire to take the organization to the next level and be able to effect organizational change; excellent oral and written communication skills; able to explain to middle management how operational activity in the field translates into financial results and influence behavior
- 9) Candidates must employ a collaborative approach; will be comfortable in an environment where people are expected to professionally challenge others’ ideas to arrive at mutually developed better solutions; will understand that the whole is more than the sum of its parts; must appreciate that everyone’s contribution is meaningful and expected
- 10) Reputation for taking ownership, charging ahead, and getting the ball across the goal line; must bring energy and vitality to the company
- 11) Must possess the blend of entrepreneurship and risk-taking with solid business savvy



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- 12) Must be willing to roll up his/her sleeves and get into the detail; will be comfortable in an environment with relatively lean staffing

Authorities:

1. Hiring/Terminating accounting department employee(s)
2. Check-signing power as well as sign-offs on bank documents
3. Purchasing of office supplies
4. Sign-off on year-end financial review by outside accounting firm
5. Sign-off on outsourced/3rd party contracts

Problem Solving / Decision Making: *(Brief description of the level of complexity and problem solving as it relates to the job).*

The Controller on a daily basis is investigating/assessing/analyzing all aspects of the financial operations of the company, specifically month-end closing procedures and analysis of sub-ledger accounts for any larger than usual variances between prior accounting periods. The Controller also analyzes fixed assets and any new additions of fixed assets with regard to useful life and residual value of said asset.

Job's normal work environment:

Office environment setting

Typical equipment interacted with:

- 1) Computer i.e. laptop/desktop
- 2) Printer, Copier, Scanner
- 3) Telephone

ISO 9001:2015 Quality Responsibilities:

- 1) Understand our Quality Policy
- 2) Employee Manual
- 3) Job Description
- 4) Management Review
- 5) Corrective & Preventive Action
- 6) Vendor Management
- 7) Control of Non-Conformity
- 8) Purchasing Raw Materials
- 9) Identification & Traceability
- 10) Invoicing
- 11) Order Entry
- 12) Credit Determination
- 13) Shipping
- 14) Receiving
- 15) Cost of Quality
- 16) Non-Conformance Report



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- 17) O&T and KPI Form
- 18) Vendor Evaluation
- 19) Packaging QC Form
- 20) Batch Ticket
- 21) Receiving & Inspection

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and / or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

Employee Name

Date

Employee Signature

Manager Name

Title

Manager Signature

Date