

POSITION DESCRIPTION

Job Title: Controller
Status: Exempt
Department: Finance

PURPOSE:

The controller is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

ESSENTIAL FUNCTIONS:

- 35% 1. Oversee the activities of the corporate accounting department for the accurate and timely dissemination of financial management reports.
- 10% 2. Oversee the activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, petty cash, employee expense reports, cash control, and corporate payroll tax compliance.
- 30 % 3. Oversee incoming cash activities – deposit balances, account to account fund transfers, excess cash investment and monthly reconciliation of all bank accounts. Oversee completion of carrier bordereaux reports and payment distributions.
- 10 % 4. Assist in financial audits by accounting firm as well as corporate customers.
- 10 % 5. Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.

MARGINAL FUNCTIONS: 5%

1. Respond to President as assigned with accurate and timely work to facilitate his financial needs.
2. Participate in a wide variety of special projects and compile a variety of special reports.

REQUIREMENTS:

- CPA License and/or Master's Degree in Finance and Accounting preferred
- Accomplished experience in the following skills:
 - Financial Management
 - Technical Capacity
 - Ethical Conduct
 - Personal Effectiveness/Credibility

- Ability to work under time constraints and meet deadlines. Ability to handle stress with varying workloads that sometimes requires off-hours work.
- Strong logic and analytical skills.
- Good understanding of departmental philosophy and schedules.
- Ability to read, comprehend and follow verbal or written English instructions. Ability to speak and write fluent English.
- Ability to adhere to department and company required standards.
- Ability to meet company attendance requirements.
- Ability to stay seated for prolonged periods of time.

PHYSICAL DEMANDS OF POSITION:

Walking	30% of time
Sitting/Standing	70% of time
Reaching	30% of time
Speaking	60 % of time
Listening	60% of time
Seeing	100% of time
Color Vision	10% of time

NOTE: Applicants, who need accommodation for an interview or job testing, please request this in advance to the Human Resources Department.