



Position: Controller
Department: Finance

Date: November 2023
Reports to: EVP of Operations & Finance

Position Purpose

This position oversees all areas of the financial statements. Duties include working with department managers and department operations, compiling financial reports based on financial statements, and implementing policies and procedures for financial reporting.

Nature & Scope

This position reports to the VP of Finance, IT, Human Resources and Operations. The role of this position is to oversee all areas of the financial statements and ensure that they are accurate and timely. The Controller achieves business, operational, and financial objectives and will approve and post all financial batches created by the staff accountant. The Controller performs all account reconciliations, oversees and processes payroll, creates all month-end journal entries, prepares reports, resolves accounting issues, manages budgets / forecasts, coordinates audits and manages day-to-day financial activities. The Controller maintains the timeliness and accuracy of all accounting records, including general ledger, payroll and taxes.

Essential Duties and Responsibilities

- Plan, direct, and coordinate all accounting operational functions and account reconciliations.
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results.
- Coordinate and prepare internal and external financial statements.
- Provide management with information that is vital to the decision-making process.
- Coordinate and direct the budget process and report on significant variances.
- Assess current accounting operations, offer recommendations for improvement, and implement new processes.
- Evaluate accounting and internal control systems.
- Develop and monitor business performance metrics.
- Coordinate activities of external auditors.
- Hire, train, and retain accounting staff.
- Manage human resource functions, including onboarding, offboarding, and benefit administration.

Education & Experience

- Bachelor's Degree in accounting or related field
- 7-10 years of accounting experience
- MBA or CPA preferred