

Job Title: Controller
Department: Accounting
FLSA Status: Exempt
Normal Working Hours: Monday through Friday 8:00 AM to 5:00 PM
Date: October 18, 2004
Reports To: President
Written By: Pam LeWitter
Approved By:

Primary Purpose of the Position:

Recommend, implement, teach and control correct accounting policies and procedures. Prepare financial statements and various financial reports. Assist owners and management in evaluating and quantifying items deemed necessary for the operation of the business.

Essential Duties & Responsibilities:

1. Ensure accuracy and integrity of financial reporting
2. Supervise Office Manager. Provide direction and assistance when needed
3. Assist Human Resources Manager as requested
4. Help create an efficient, smooth running and cooperative work environment
5. Review office policies and procedures. Suggest changes and aid in implementation of agreed strategies
6. Interface with banks, other lenders, vendors and insurance companies. Supply necessary information packages and updates of financial status
7. Daily update of cash activity and review of cash and loan status
8. Monthly preparation of financial statements and ancillary reports
9. Periodic review of cash receipts and cash disbursements to verify that there is no incidence of fraud or embezzlement
10. File sales and fuel tax reports with state and federal governments
11. Co-ordination of CPA year-end audit
12. Prepare or oversee the preparation of reports requested by management staff
13. Review paperwork, policies and results of operating division and suggest changes when requested by management
14. Evaluate financial impact of proposed company acquisitions
15. Prepare annual budget

Marginal Duties & Responsibilities:

1. Perform miscellaneous job-related duties as assigned
2. Track and update outside interests (banks, insurance companies, etc.) of acquisition or disposal of assets (including vehicles)
3. Assist IT department in implementation and operation of computer software systems

Essential Physical Functions:

1. Frequent sitting, standing, handling, hand and finger movements associated with typing, 10 key and telephone operation, talking, listening, near, mid-range and far vision
2. Occasional moderate lifting

Desirable Qualifications:

1. Minimum of five years of experience that is directly related to the duties and responsibilities specified
2. Bachelor's degree from accredited business school
3. Knowledge of accounting fundamentals through classes in accounting and/or prior job experience
4. Knowledge of computerized information systems used in financial and/or accounting applications, including basic knowledge of Excel and MS Word
5. Ability to supervise, motivate and train employees
6. Ability to analyze and interpret financial data and prepare financial reports, statements and projections
7. Effective and diplomatic oral and written communication skills
8. Ability to handle many projects at once and meets established deadlines

I have read and understand this job description and I acknowledge that I have the qualifications necessary to perform the job duties assigned to this position.

Employee Signature Date

Department Manager Date