



POSITION DESCRIPTION

Job Title: Controller
Status: Exempt
Reports To: Senior Management
Effective Date: September 21, 2021

POSITION SUMMARY

Reporting to Senior Management, the Controller is responsible for providing leadership in maintaining financial integrity within the organization. Responsible for the support of the day-to-day administration of the accounting functions. Additionally, s/he is responsible for reporting the financial status by preparing and analyzing financial plans, forecasts, and reports. Also, s/he will serve as the project manager for system implementation and upgrades, as well as develop operational procedures and system controls to ensure data integrity. S/he must be a team player able to demonstrate those leadership skills and provide the job characteristics as follows:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the time and priorities of the accounting team.
- Manages operational data to ensure data integrity and accuracy.
- Serves as project manager for system implementations or upgrades and serves as the point person for troubleshooting system issues.
- Develops operational procedures and documentation of cash flow.
- Tracks financial status; provides regular reports and recommendations to senior management.
- Determines financial status by comparing and analyzing plans and forecasts with actual results; recommends remedial actions and solutions.
- Improves financial status by analyzing results and variances, identifying trends, and recommending actions. Applies problem solving skills to evaluate financial analysis models, cash management strategies and other strategic initiatives.
- Plays an integral role in the organization's budgeting process.
- Reconciles transactions by comparing and correcting data.
- Increases productivity by developing automated applications, eliminating duplications, and coordinating information requirements.

- Regularly enhances job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Oversees various accounting positions in the payroll, accounts payable and general ledger area.
- Responsible for the monthly close and schedules all activities to ensure deadlines are met. This involves assisting staff during the monthly financial close by reviewing journal entries, balance procedures, and general ledger reconciliations
- Participates in the preparation of financial reporting and assists in the monthly balance sheet and income statement development, trend analysis, and business review of financial results.
- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS

- 4+ years of directly related accounting experience handling AP, AR, GL, cash management, developing income statements, balance sheets, cash-flows, and banking procedures.
- Demonstrated skills in financial analysis, forecasting, corporate finance, financial diagnosis, analyzing information, statistical analysis, process improvement, and financial planning.
- Experience with Great Plains and Soft Pak waste management software is a plus.
- Strong technical skills in Excel and the Microsoft Office Suite.
- Demonstrated ability to multi-task and adjust to varying demands.
- Proven analytical skills; use of independent judgment and ability to work with minimal supervision.
- Superior attention to detail.
- Exceptional judgment and trustworthiness. High integrity and ethical character.
- Able to handle responsibility, work independently, and maintain good working relationships with clients and coworkers.
- Eagerness for solving problems and a commitment to accepting responsibility.

EDUCATION

- Bachelor's degree in accounting or a related field.
- CPA or other accounting/financial certifications are desirable.

SPECIFICATIONS

May be required to use the computer screen for extensive periods-of-time
 Extended working hours when necessary