



Job Description

Job Title	Controller
Department	Financial Services
Reporting Relationship	Regional Finance Director
# of Employees Supervised	9

Job Summary

The Controller will provide leadership to a team of accounting professionals and will report directly to the Regional Finance Manager.

Primary Duties & Responsibilities

- Manage all accounting operations including Billing, A/P, GL and Counsel, Cost Accounting, Inventory Accounting and Revenue Recognition
- Leads month-end and year-end close process
- Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
- Responsible for Company 401k plan; day to day transactions and quarterly and annual accounting and reporting requirements.
- Prepares reports required by regulatory agencies.
- Research technical accounting issues for compliance
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with local, state, and federal government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Additional controller duties as necessary

Educational & Job Requirements

- Bachelor's degree with a major in Accounting
- 5+ years of Accounting leadership experience
- Analytical complex or diverse information.
- Knowledge of JD Edwards Accounting software.
- Expert Microsoft Excel Spreadsheet software skills.