

JOB DESCRIPTION

POSITION TITLE: **Controller**

FUNCTIONS OF POSITION: The Controller will provide strategic direction of all financial functions including accounting, budget, credit, tax, and treasury. This position is responsible for defining a corporate vision and strategy to support business objectives. This person will directly supervise (5-10) individuals.

REPORTS TO: Chief Financial Officer

DUTIES/RESPONSIBILITIES:

- Directs the development of the corporate accounting policies and administers approved accounting standard operating procedures. Develops and implements inventory control procedures for operations and assures physical inventories are conducted regularly.
- Assist CFO in establishing financial and operating benchmarks to establish budgets. Checks appropriation requests against approved budgets for the availability of funds versus budget and planned expenditures; controls expenditures to assure budget goals are achieved.
- Maintains accounts payable ledger and supervises banking activities. Oversees cost accounting, timekeeping, and payroll production. Prepares periodic statements of indirect costs by department and accounts.
- Maintains the accounts receivable ledger and supervises the preparation of customer invoices. Reviews bank statements.
- Maintains pre-paid and accrued insurance and tax records and assures correct insurance invoices.
- Facilitates and coordinates site-independent audits on accounting accuracy and completeness; provides external auditors with requested documents and reports; follows up on findings and implements approved recommendations.
- Prepares requested reports regarding operating results, costs, inventories, taxes, and related for periodic financial reviews and annual statements.
- Represents the company in the community and promotes the company's goodwill and interests in community development.
- Analysis of month-end results: P&L and Balance Sheet including variance analysis
- Develop month-end results package for the Profit Centers to present to Senior Management
- Provide monthly financial forecasts and analysis
- Support monthly close including Balance Sheet reconciliation and accurate Revenue and Expense oversight
- Understand variances to budget and prior year and identifying opportunities for cost reductions and improvements
- Coordinate the annual budget process, collecting, analyzing, and consolidating financial data, with a complete understanding of all the risks and opportunities
- Ad hoc financial analysis of financial and operating metrics to support business requirements
- Develop and manage financial controls following the company's procedures and policies
- Hire, train, supervise, motivate, and develop accounting staff; manages schedules and workflow
- Work alongside internal departments to establish cost savings
- Support Senior Executive Managers for analysis and other projects assigned (i.e. one project will be developing a corporate budget and defining processes)

ATTRIBUTES:

- Leader, take ownership, positively influence
- Visible to the team, open-door policy, team player, and able to wear multiple hats both at the administrative and management level
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Excellent interpersonal and business communication
- Collaborative, information sharing, strategic, and support planning of the company
- Self-directed, organized and can prioritize their day and understands the sense of urgency
- Personality wants to solve and identify a want, need, and genuine care

COMPETENCIES:

- Financial Budgeting, Planning, and Reporting
- Processing and Recording Financial Transactions (AP/AR/Invoices/Payments)
- Internal Controls Assessment
- Accounting Principles
- Business Performance Analysis
- Financial Risk Management
- Revenue and Profitability Management
- Financial Analysis
- Cash Management
- Cost Management
- Computer Literacy
- Data Management and Control
- Quality Systems Compliance

QUALIFICATIONS (MUST HAVE:)

- Bachelor's degree in Business Administration, Finance or Accounting – CPA certification is preferred
- Industry experience in distribution & service
- Proven leadership and business acumen skills
- Strong organizational, problem-solving, and analytical skills
- Demonstrated experience building teams and scaling companies and supporting changes within an organization

**TRI-STATE ARMATURE & ELECTRICAL WORKS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE
WORKPLACE**