

POSITION TITLE: Controller
DEPARTMENT: Accounting Department
REPORTS TO: CFO



POSITION SCOPE:

The Controller is responsible for planning and directing the accounting operations of the company inclusive of maintaining and producing financial information and accounting tasks of company accounts and records. In addition, this position supervises accounting staff and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the operation of all accounting systems and records, including, but not limited to, cash receipts, expenditures, investments, purchasing, inventory, assets, payroll.
2. Assists in the development and maintenance of financial reporting systems to ensure integrity of finances based on sound accounting procedures and controls.
3. Keeps the CFO informed of issues and activities related to accounting systems.
4. Supervises payroll and accounts payable employees.
5. Assists in the preparation of the annual working Budget, Tax Levy, Budget and Appropriation Ordinance.
6. Meets mandated publication and filing dates for financial documents.
7. Prepares and executes appropriate bank transfers to meet expense and investment requirements and maintain and execute subsidiary records and system entries.
8. Reconciles bank accounts and verify the bank balance with the general ledger
9. Supervises all month-end and year-end accounting procedures including preparation and entry of journal entries for Accounts Payable, Accounts Receivable, Payroll and General Ledger computer systems.
10. Meets accounting operational standards by contributing financial information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system
11. Maintains cash flow by monitoring bank balances and cash requirements, investing excess funds.
12. Approves cash disbursements by verifying check amounts against invoices, authorizing checks and wire transfers.
13. Approves ledger entries by auditing transactions.
14. Leads annual audit (and any other state audits) by providing information and answers to auditors
15. Protects organization's value by keeping information confidential.
16. Maintains financial security by adhering to internal controls.
17. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
18. Accomplishes accounting and organization mission by completing other tasks as assigned.

PREFERRED QUALIFICATIONS AND EDUCATION:

- Education: BA/BS in Business with an emphasis in Accounting, CPA is a plus.
- Five to seven years prior supervisory experience in the financial reporting/general ledger area. Experience working in a law firm or professional services firm is preferred.
- Must be PC proficient and able to thrive in a fast-paced setting. Experience with large automated accounting system a plus.
- Must have strong experience with Microsoft Excel and Word.
- Strong verbal and written communication skills.
- Strong interpersonal, supervisory and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required