

CONTROLLER

JOB TITLE	Controller
REPORTS TO (title)	General Manager
DEPARTMENT NAME	Administration

1. PRIMARY PURPOSE -

This position is responsible for administering the financial and accounting functions of the Company including the development of the annual budget and projections, preparation of monthly financial statements, other risk reports, quarterly and annual reports to regulators and shareholders, managers and perform other duties in financial area as assigned.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Responsible for maintaining financial module within company ERP system.
- Owns month-end close process including journal entries, and account reconciliations to ensure accurate reporting of monthly results.
- Responsible for all income and property tax report compliance.
- Prepares or assists in the preparation of annual budgets and business plan.
- Prepares financial statements and analyses for the monthly management report.
- Oversees reporting on all revenues and expenses, including payroll accounts and provides management information.
- Maintain all general ledger accounts and ensure they are all reconciled at month-end.
- Prepares annual renewal information for property and business interruption insurance.
- Manages all fixed asset and depreciation accounting. Manages capital appropriation and capital project status reports and capacity plans.
- Evaluates general financial data accumulation and reporting systems to determine that internal accounting controls are adequate. Designs or recommends system improvements to increase effectiveness and efficiency.
- Support cash flow modeling and analyze trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.
- Manage the budgeting and financial planning cycle.
- Maintain organized accounting records.
- Support/Embrace the Company Core Values and Growth Strategy.
- Responsible to implement, promote, review, and continually improve the effectiveness of the Quality Management System

3. OTHER DUTIES AND RESPONSIBILITIES -

- Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
- Perform other duties and responsibilities as required.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- Bachelor’s degree in Accounting preferred.
- 5-7 years of related experience preferably in a manufacturing environment.
- Extremely proficient with Excel and Word.
- Previous experience working with an ERP system preferred.
- Extremely organized, accurate and detail oriented. Team oriented with excellent interpersonal and excellent communication skills.
- Excellent time management skills and ability to prioritize work.
- Can handle sensitive information with the highest degree of integrity and confidentiality.

5. PHYSICAL DEMAND -

A. The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Reaching
<input checked="" type="checkbox"/>	Carrying	<input checked="" type="checkbox"/>	Pushing		Shoveling
	Other (specify)			<input checked="" type="checkbox"/>	Keying/typing

B. Check the box that best reflects the amount of effort typically applied and the frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				X
Between 1 & 5 lbs.			X	
Between 5 & 25 lbs.		X		
Between 25 & 60 lbs.	X			
More than 60 lbs.	X			

C. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

6. MENTAL OR VISUAL DEMAND -

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input checked="" type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

7. WORKING CONDITIONS -

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

<input checked="" type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input checked="" type="checkbox"/> Fumes (Some)	<input checked="" type="checkbox"/> Noise (Some)	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

8. ATTENDANCE -

Compliance with general company standards is acceptable.

9. SAFETY -

Compliance with general company standards is acceptable.

10. FLSA STATUS -

EXEMPT

11. EEO CLASSIFICATION -

<input type="checkbox"/> Official/Manager (1)	<input checked="" type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)	<input type="checkbox"/> Sales (4)
<input type="checkbox"/> Administrative Support Workers (5)	<input type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)	<input type="checkbox"/> Laborer (8)
<input type="checkbox"/> Service Worker (9)			

12. SIGNATURES & DATES -

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date::</i>	<i>Employee</i>	<i>Date:</i>