

# CASH DEPOT, LTD

Job Description Created/Revised as of: 4/2017

<b>Job Title:</b>	<b>CFO/Controller</b>		
<b>Position Overview</b>	CFO/Controller will be responsible for the oversight of accounting, cash management and financial and risk management functions. The CFO/Controller will coordinate a variety of business activities relating to employees, customers, suppliers, auditors, banks, regulatory agencies and others.		
<b>Reports to</b>	President	<b>Title:</b>	CFO/Controller
<b>Division</b>	Accounting	<b>Department:</b>	Administration

## ESSENTIAL JOB FUNCTIONS:

- Establish and maintain effective internal control procedures and systems.
- Establish and enforce internal policies in accordance with company policies and generally accepted accounting principles.
- Oversight of the draw accountants in tracking invoices, coding, approvals, draw processing, draw package, lien waiver collection, and disbursement of funds.
- Maintain Job status list to verify all ongoing work gets billed
- Set up new Jobs in Accounting System & update with changes
- Develop an approach to improve the profitability measurements by automating system enhancements, controlling expenses, overseeing cash management, and performing cash flow analysis.
- Manage relationships with banks and couriers in relation to Cash Depot equipment cash supply into and out of the machines in the field.
- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Supervise the input and handling of financial data and reports for the company's financial systems.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts and document business transactions.
- Manage and comply with local, state and federal government reporting requirements and tax filings
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
- Manage the financial assets and transaction of multiple business entities also owned by the owner of Cash Depot

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#### REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree or equivalent combination of education and experience
- 10-15 years of Accounting and Financial leadership experience Required
- Work experience that provides knowledge and exposure to fundamental theories, principles and concepts to develop the processes and personnel of the organization.
- Possesses a practical understanding of financial operations, the activities managed, and the tools and techniques utilized to successfully grow the accounting and financial operations.
- People management understanding to keep the team on task and hold them accountable
- Knowledge and experience in ATM cash management desirable

#### OTHER SKILLS / ABILITIES:

##### Skills

- research skills
- analytical skills
- critical thinking skills
- planning and organizing
- information monitoring
- strong communication skills
- stress tolerance
- attention to detail and accuracy
- confidentiality
- teamwork
- Leadership and coaching/mentoring skills

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**Work Environment**

This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

- This is a full time position. Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm, overtime as needed.

**Other Duties**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

<b>APPROVED BY:</b>	Allan S. Jamir	<b>DATE:</b>	
<b>EMPLOYEE SIGNATURE:</b>		<b>DATE:</b>	

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