

Department: Accounting**Reports to:** Ownership**FLSA Status:** Exempt**Date:** December 2017**POSITION SUMMARY:**

The Controller works as a member of the leadership team in areas that include financial reporting, budgeting and accounting functions. The role ensures compliance with generally accepted accounting principles.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supports the organization's fiscal function and performance through financial reporting, analysis, strategy and policy.
2. Together with the leadership team, reviews, revises and/or develops, implements and enforces organizational policies and procedures that improve the overall operation and effectiveness of the business.
3. Prepare monthly results and addresses variance reporting, while supporting cash flow.
4. Provide financial perspective, insight and leadership on initiatives and decision affecting the organization.
5. Is organizationally focused, specifically as it relates to those instances where external partnerships are involved including banking and other key relationships.
6. Periodically functions as advisor, from the financial perspective, on contracts the company enters.
7. Works with ownership and senior leaders in the evaluation and establishment of return on investment (ROI) analysis necessary to justify organizational investment.
8. Ensures compliance with applicable regulations
9. Responsible for general human resources including payroll, administration of employee benefit programs (i.e. 401 (k), medical, etc.) and related reporting and analysis.
10. Evaluates the accounting structure and plans for incremental efficiency gains, as well as the professional and personal growth of individuals.
11. Develop internal credibility by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist decision making priorities.
12. Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
13. Develops projections and other reporting mechanisms that meet operating needs.

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

EDUCATION/CERTIFICATION/LICENSURE:

- Bachelor's degree required in Accounting

EXPERIENCE REQUIRED:

- 10 to 15 years of related experience; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS REQUIRED:

- This is a member of the leadership team, requiring initiative, clear communication, computer proficiency, metrics analysis, and the ability to lead initiatives. This role helps demonstrate our values for personal growth and organizational success.

PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NEVER (0%)	RARELY (1-5%)	OCCASIONALLY (5-33%)	FREQUENTLY (34-66%)	CONSTANTLY (67-100%)
FREQUENCY		LEVELS		DISTANCE
Lifting/Carrying: Under 10 lbs 10-20 lbs 21-50 lbs 50-100 lbs Over 100 lbs	Frequently Frequently Rarely Rarely Never	Varying Levels-Overhead to Floor Varying Levels-Overhead to Floor Varying Levels-Overhead to Floor Varying Levels-Overhead to Floor		Up to 50 ft.
Reaching:	<i>Frequently</i>	Pick up, move / handle office objects.		Arm's length to overhead
Sitting:	Frequently	N/A		N/A
Standing:	Occasionally	N/A		Office setting
Walking:	Frequently	May climb stairs		Office setting
Driving:	Rarely	N/A		N/A
Bending:	<i>Occasionally</i>	N/A		To foot level
Kneeling:	Rarely	N/A		N/A
Crouching: Squatting:	Rarely	N/A		N/A
Twisting: (Torso)	Frequently	N/A		Reaching for objects
Climbing:	Occasionally	N/A		Climbing stairs/ladders
Pushing/Pulling: Under 10 lbs 10-20 lbs 21-50 lbs 51-75 lbs 76-100 lbs	Frequently Frequently Rarely Rarely Never	General office work.		Arms distance
EXTREMITY MOVEMENTS:	Frequency	R=Right / L=Left / B= Both		Yes or No
Dominant Hand:	Frequently	R or L		Yes
Both hands:	Constantly	B		Yes
Both feet:	Constantly	B		Yes
General Sight Requirements:	Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.			
Binocular:	Not applicable.			
Field of Vision:	Not applicable.			
Color Discrimination:	None.			
HEARING:	For general instruction and equipment safety.			
SPEECH AND LANGUAGE:				
<ul style="list-style-type: none"> Visual comprehension (understanding/processing written word and visual observations) Perform written communication. Communication with co-workers, leaders verbally. 				
ENVIRONMENT:				
Work Hours:	40+ hours per week			
Inside:	95 %			
Outside:	5%			
Extreme Cold / Heat:	No / No			
Noise:	Office setting with occasional work environment in production setting where the noise level is moderate but not excessive.			
Tools used:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.			
Safety equipment :	When in production areas, the use of safety glasses, hearing protection are required.			

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee signature

Date