

# Controller

Job Title:	Controller	Company Job Code:	.....
FLSA Status:	.....	Division/Department	.....
EEO Code:	.....	Reports to:	CFO
Salary Grade/Band:	.....	Last Revision Date:	.....

## SUMMARY

Provide leadership and coordination of company financial planning, debt financing, and budget management functions. Ensure company accounting procedures conform to generally accepted accounting principles.

## PRIMARY RESPONSIBILITIES

1. Direct and coordinate company financial planning and budget management functions.
2. Recommend benchmarks for measuring the financial and operating performance of divisions and departments.
3. Monitor and analyze monthly operating results against budget.
4. Direct and coordinate debt financing and debt service payments with external agencies.
5. Oversee daily operations of the finance department.
6. Manage the preparation of the official annual report of actual revenues, transfers, and expenses.
7. Manage the preparation of financial outlooks and financial forecasts.
8. Prepare financial analysis for contract negotiations and product investment decisions.
9. Ensure compliance with local, state, and federal budgetary reporting requirements.
10. Work with department managers and corporate staff to develop five year and ten year business plans for the company.
11. Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
12. Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
13. Serve on planning and policy-making committees.
14. Serve as primary legislative liaison relative to company financial issues.
15. Oversee financial management of foreign operations to include developing financial and budget policies and procedures.
16. Direct financial audits and provide recommendations for procedural improvements.
17. Other duties as assigned.

## ADDITIONAL RESPONSIBILITIES

1. Represent the company externally to media, government agencies, funding agencies, and the general public.

2. Recruit, train, supervise, and evaluate department staff.
3. Provide accounting policy orientation for new staff.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of automated financial and accounting reporting systems. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements and projections. Working knowledge of short and long term budgeting and forecasting, rolling budgets, and product-line profitability analysis.
2. Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
3. This is normally acquired through a combination of the completion of a Masters Degree in Finance or Accounting, five to ten years of experience in a senior-level finance or accounting position, and a CPA.
4. Work requires willingness to work a flexible schedule.

## **WORKING CONDITIONS**

Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.

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