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## DESCRIPTION

The Controller will be responsible for oversight of all finance, accounting and reporting activities and will work closely with the senior leadership team to maximize the return on financial assets by establishing and maintaining financial policies, procedures, controls, and reporting systems.

## DISCLAIMER

The specifics outlined below are intended to describe the general nature and level of work being performed by members assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this job and may be modified as needed to meet the functions of this job, or emerging needs of the operation. In addition, special projects may be needed to meet the essential goals of this position.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures
- Consistently analyze financial data and present financial reports in an accurate and timely manner. Clearly present monthly, quarterly, and annual financial statements and monitor progress and financial condition while keeping senior leadership informed of company financial status
- Prepare budgets and forecasts by collecting, analyzing, and consolidating financial data
- Manage organizational cash flow and cash flow forecasting
- Analyze budget and forecast variances and recommend corrective actions
- Prepare special reports by collecting, analyzing, and summarizing information and trends
- Oversee the integrity of the system data and the accuracy of the general ledger, accounts payable, accounts receivable, payroll and banking functions
- Manage commercial banking relationships to facilitate competitive terms and assure that assets are not unnecessarily encumbered with unrealistic commitments
- Coordinate and facilitate the strategic planning process and assure financial plans are consistent with organizational goals
- Protect assets by establishing, monitoring and enforcing internal controls
- Assist office and financial/accounting staff by coaching, planning, monitoring, and appraising job results while clarifying roles and responsibilities
- Provide leadership with staff and create and promote a positive and supportive work environment
- Monitor compliance with federal, state, and local requirements and filing of all financial reports; advise management on necessary actions

- Protect operations by ensuring confidentiality of financial information and operational plans
- Ensure accurate and reliable information for month end
- Maintain professional knowledge by pursuing continuing education as needed
- Inputs sales contracts and purchase contracts into RIMAS
- Creates new commodities in RIMAS
- Maintain software system for all operations
- Assist with IT functions
- Manage report scheduling
- Update sale and purchase contract pricing
- Create loading authorizations and email them to customers

## MINIMUM QUALIFICATIONS

### Education

- Minimum of a Bachelor's degree with emphasis in Accounting and/or Finance.
- CPA or CMA would be a plus but not a requirement

### Work Experience

- Minimum five to seven years' experience in Accounting/Finance field.
- Supervisory experience a plus

## SKILLS AND KNOWLEDGE

- Strong communication and supervisory skills
- Technology savvy with experience in selecting and overseeing various new installations
- Keen analytic, organization and problem solving skills
- Ability to partner with all levels of the organization
- Detail and results oriented with excellent accuracy
- Persistent and diligent with unquestionable integrity
- Reliable attendance

## WORKING CONDITIONS

- Primarily in an office environment