



## Controller Job Description

**Department:** Management Team

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** President

**Work Schedule:**  
Core hours as advised by manager

**Positions Supervised:** Finance team and  
Office Administrator

### POSITION SUMMARY

Oversee all accounting operations and maintain records on all Company's transactions and assets, including, but not limited to: General Ledger, Cost Accounting, Accounts Payable, Accounts Receivable/Billing, and Sales Tax Reporting.

### Key Responsibilities

- Manage treasury function, including cash flow planning, investment management, and risk mitigation.
- Manage the relationship with the Board and Private Equity Partners. Keep this group fully abreast of developments and issues and engage the Board in discussion and decision-making.
- Lead the development and execution of the company's financial strategy in alignment with the overall business objectives.
- Manage the month-end and year-end close processes to ensure timely and accurate financial reporting.
- Deliver high value-added operational KPI and financial analyses for internal (executives and Board) and external (lenders) stakeholders to drive strategic planning and decision-making
- Prepare and review financial statements in compliance with GAAP and provide insights and recommendations to the President, CEO, and executive team.
- Retain constant awareness of the company's financial position and act to prevent problems.
- Develop and implement internal controls and financial policies to safeguard the company's assets and ensure compliance with regulatory requirements.
- Lead the annual budgeting, forecasting process, and monthly reviews in collaboration with department heads.
- Responsible for the integrity of the general ledger, cash management, department budgeting, and invoicing.
- Analyze financial data to identify trends, variances, and opportunities for cost savings and efficiency improvements.
- Coordinate and lead the external tax filing and audit processes.
- Optimize and manage the use of the ERP system to streamline processes and improve financial reporting capabilities
- Mentor and develop the accounting team, fostering a culture of continuous improvement and professional development.



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- Lead the coordination and execution of physical inventories and ensure inventory is reported accurately.
- Analyze overhead, cost of sales, and actual manufacturing costs compared to budget, forecast and prior periods.
- Prepare periodic reports comparing standard costs to actual production costs, and reports on factors affecting prices and profitability of products.
- Renew business insurance by scheduling values including personal property and real property, vehicles, computer equipment and product liability.
- Develop ad-hoc financial reports and analysis as directed by the President, CEO or CFO.

### Education and Certification/License Credentials

- Bachelor's degree in accounting or finance required.
- MBA Preferred
- CMA preferred.

### Functional Competencies

- 5+ years of experience in the manufacturing industry
- 7+ years of progressive accounting management experience, including at least 3 years as Controller or a similar leadership role.
- Lean Accounting is a plus.
- Cost accounting.
- Excellent analytical, problem-solving, and decision-making skills.
- Able to challenge the status quo while being objective and maintaining effective relationships with other leaders.
- M&A financial due diligence is a plus
- Strong communication and interpersonal skills, with the ability to present financial information clearly and concisely to executive leadership.
- Proficiency with ERP systems, including experience with system implementations and optimizations.
- Epicor experience is a plus.
- Substantial working knowledge of GAAP, financial accounting and reporting, and internal controls.
- Experience with IFRS is a plus.
- Advanced skills in Microsoft Excel and a minimum of 5-7 years' experience utilizing an automated accounting system.
- Ability to work in a deadline-oriented, fast-paced environment with a high sense of urgency.
- Excellent attention to detail and able to keep an eye on the big picture.



## Controller Job Description

### Leadership and Management

- Proven ability to recruit, train, coach, and motivate personnel to balance staffing strength with profitability and growth.
- Strong leadership and management skills, and ability to create a positive work environment.
- Able to build trust and respect quickly - both internally and externally.
- Sets high standards of performance and consistently meets them.
- Possesses a mind-set for continuous improvement.
- A team-builder prepared to listen to and work collaboratively with the existing team.

### Personal Characteristics

- Leads by example with a strong work ethic and a “roll-up-your-sleeves” mentality.
- Values people and organizations domestically and internationally.
- Passionate and energetic with the ability to motivate and inspire.
- Unquestionable ethics, integrity, intellectual honesty, and sound judgment.
- Collaborative, down-to-earth, hands-on, genuine, and considerate of others.
- Goal oriented with a drive for putting things into action and seeking results.
- Strong and active listener with superior oral and written communication skills.
- Handles very challenging situations, including daunting tasks and complex interpersonal issues, with a calm, assured, unflagging approach.

### PHYSICAL DEMANDS

Physical Abilities		Lift /Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	N (Not Applicable)		
Bend	N (Not Applicable)		



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### Push / Pull

12 lbs or less	O (Occasionally)
13-25 lbs	N (Not Applicable)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

<b>N (Not Applicable)</b>	Activity is not applicable to this occupation.
<b>O (Occasionally)</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound (85 decibels)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Safety glasses, steel toe shoes)

### WORK ENVIRONMENT

Office environment most of the time with occasional time in a warehouse/production environment

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.