



Controller

Job Description

The position creates financial transactions and creates financial reports from that information. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The controller reconciles accounts to ensure their accuracy. The controller is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

Principal Accountabilities:

Transactions

- Purchase office supplies and equipment as authorized by management
- Tag and monitor fixed assets
- Ensure that accounts payable are paid in a timely manner
- Issue invoices to customers
- Collect sales taxes from customers and remit them to the government
- Ensure that accounts receivables are collected promptly
- Record cash receipts and make bank deposits
- Ensure that periodic bank reconciliations are completed
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Maintain the petty cash fund
- Process payroll in a timely manner
- Ensure that required debt payments are made on a timely basis
- Maintain the chart of accounts
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions



Reporting

- Issue timely and complete financial statements
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial analysis of the financial statements
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of management cost reports
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

- Assemble information for external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Comply with local, state, and federal government reporting requirements and tax filings

Additional Accountabilities:

- Maintain a documented system of accounting policies and procedures.
- Maintain personnel records and employee files.
- Manage administration of employee benefit plan.
- Converting quotes
- Manage client contracts, ie Support, SaaS, POSaaS

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