



## **JOB DESCRIPTION**

**Job Title:**        **Controller**

**Facility:**        **Brooklyn Park & St. Paul**

**Department:**   **Accounting**

**Reports to:**     **Chief Financial Officer**

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### **SUMMARY**

Manages all accounting operations in conformance with generally accepted accounting practices (GAAP). Manages the processing of daily, weekly, and monthly accounting transactions. Directs the preparation of timely and accurate monthly financial reports that meet the needs of authorized internal and external users.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Prepares and reviews monthly General Ledger journal entries.
- Manages monthly reconciliation of all balance sheet accounts.
- Trains the accounting staff in work tasks required for preparation of accurate daily, weekly, and monthly accounting reports.
- Manages the Accounts Payable process to ensure accurate costs are added to jobs in a timely manner.
- Manages postage accounting and reporting.
- Manages the recording and classification of sales.
- Prioritizes accounting activities to provide special reports as assigned by senior management.
- Coordinates the monthly financial reporting process for internal and banking purposes.
- Responsible for the Fixed Asset Accounting and Reporting Process.
- Develops internal control processes that provide reliable information, promote efficient operations, and support the attainment of the Company's goals.
- Reconciles General Ledger accounts as required and in support of year-end audit.
- Manages the Company's cost and budget hourly rate system.
- Manages and performs the orderly closing of all accounting modules on a monthly and year-end closing cycle.
- Prepares the annual budget and forecast of income, expenses, assets, and liabilities.
- Manages the year-end audit process.
- Conducts Contract negotiations on Property & Liability Insurance.
- Understand your role in the companies' Quality Management System regarding ISO.

### **QUALIFICATIONS**

- 4-year degree in accounting.
- Precious Controller experience.
- Minimum of 6 years of Accounting experience.
- Excellent communication and interpersonal skills.
- Strong technical knowledge – Excel, Word, Access, etc.

## PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*