

Job Description

Controller (E16)

Grade: **E16**

Reports To
(title): **Chief Financial Officer**

MAJOR FUNCTION / ROLE

General purpose of the job; major expected results.

Responsible for all aspects of general accounting, financial reporting, and internal control activities to ensure accuracy and timeliness of all internal and external financial reports and compliance with GAAP, company's accounting policies and procedures, and governmental requirements. Provide major input into both the external and internal audit functions associated with the company.

JOB DUTIES

Typical duties and responsibilities of job.

- Responsible for preparing and improving annual and quarterly SEC reports and financial statements.
- Monitors company's financial performance, which includes budgets, cost control, monthly financial reporting and financial projections.
- Represents the company to various external auditors during financial and compliance audits (external auditors, USDOT, DCAA, etc.)
- Provides due diligence support and guidance in the accounting for acquisitions.
- Enhances the overall technical skill level within the accounting organization.
- Directs technical research to maintain compliance with SEC laws and GAAP.
- Plays a major role in the design, implementation and maximization of Oracle financial products.
- Develops and maintains sound internal control environment and compliance with SEC and other regulations, including Sarbanes Oxley 404 and 302 compliance.
- Increases the efficiency of transactional accounting procedures and monthly closing processes in order to meet SEC deadlines for financial reporting
- Interacts with operational finance managers on accounting operational issues.
- Responsible for monthly profit and loss flux analysis for entire company.
- Responsible for the administration of the company's Vehicle Fleet Program.
- Reviews and monitors the company's quarterly travel activity and optimize the efficiency of the company's travel programs in place for employees to use, such as rental car, hotel and travel booking agreements.
- Responsible for the administration of Purchasing programs and national vendor accounts.
- Responsible for the administration of the company's Real Estate Program, including property and leased space.

- Supervises SEC, SARBOX, and GAAP staff, as well as all other general accounting staff and programs.
- Performs other such duties as the CFO or Board may from time to time deem necessary.

SCOPE Aspects that help define or distinguish level of work and its importance to the organization.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Complex, varied, non-standardized tasks, processes, or operations.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):

Decisions are reviewed for overall accomplishment and impact upon company mission and bottom line. Recommendations are viewed as authoritative and generally impact company's financial operations and programs.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):

Provides direct supervision to direct reports. Indirectly supervises clerical and professional administrative personnel. Conducts performance reviews and initiates/approves personnel actions such as hiring, firing, salary actions, etc.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):

Interfaces with CFO, senior executives, project managers, and technical and administrative managers and staff to respond to questions and requests for financial information and reports.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):

Interfaces with external auditors (financial and regulatory), bank loan officers and cash management personnel, client A/R staff, and various state, county and federal government agency personnel. Represents the firm during financial and compliance audits to external auditors as well as to the USDOT, DCAA, etc.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting; Master's Degree in Accounting preferred. Fifteen years of diversified accounting experience, including public accounting, SEC and supervisory experience. Experienced in both public accounting and as a senior accounting manager with a large, publicly traded organization, preferably in a services focused organization. Must have experience implementing Sarbox and maintaining compliance.

SPECIAL SKILLS

Ability to communicate effectively both verbally and in writing, strong analytical

and detail orientation, and good interpersonal skills. Ability to use PC and calculator. Proficient in Oracle and Microsoft Office Suite software.

PROFESSIONAL REGISTRATIONS

CPA required.

COMPETENCIES

General Competencies expected of all Professionals and Managers are as follows:
Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

OTHER

Familiarity with a variety of accounting and audit software. Travel required.

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