

Job Duties and Responsibilities

We are looking for an experienced Financial Controller to undertake all aspects of financial management, including accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. Finance controller responsibilities will also include financial risk management.

Responsibilities

- Manage all finance and accounting operations
- Create and update spreadsheets of daily transactions
- Manage accounts payable
- Manage inventory management
- Prepare budgets
- Maintain reports on financial metrics, including investments, return on assets and growth rates
- Prepare and publish timely monthly financial statements
- Manage and comply with local, state, and federal government reporting requirements and tax filings
- Manage company's liabilities (e.g. insurance premium)
- Identify and address account discrepancies
- Participate in payroll processes
- Report on financial projections (e.g. liquidity and cash flow)
- Additional controller duties as necessary

Requirements

- 5+ years of overall combined accounting and finance experience
- BS degree in Finance, Accounting, or Economics
- CPA or CMA preferred
- Thorough knowledge of accounting principles and procedures
- Excellent accounting software user and administration skills
- Experience with QuickBooks
- Experience with general ledger functions and the month-end/year-end close process
- Experience with creating financial statements
- Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)
- Good understanding of bookkeeping procedures
- Time-management and organization skills
- Confidentiality