



JOB DESCRIPTION / COMPETENCY REQUIREMENTS

Employee:		
Position:	<u>Controller</u>	Status: <u>Exempt</u>
Reports To:	<u>President</u>	

Job Summary/Scope Statement

List the primary reason this job exists and the purpose of this position

The Controller position is responsible for the accounting operations of the company, which include the production of financial reports and maintenance of accounting records. The Controller ensures that reported results comply with generally accepted accounting principles and reporting standards.

Job Responsibilities

List the primary job responsibilities determined for the position title.

- Complete month end close
- Ensure that financial statement reconciliations are completed.
- Review foreign locations' monthly financials
- Prepare monthly consolidated financial statements.
- Prepare monthly financial reports, KPIs, etc.
- Develop accounting policies and procedures for the company.
- Preparation of the annual budget, quarterly reforecasts, & monthly forecasting.
- Assist with the annual external audit.
- Complete and file monthly sales tax returns
- Develop accounting staff.
- Contributes to team effort by accomplishing results as needed.
- Participate in GDS Safety and Quality programs.
- Performs other duties as assigned by Management.

Experience / Education Requirements

List the minimum education and/or experience (competencies) required to perform this job successfully; include applicable leadership responsibilities.

- Bachelor's Degree in Accounting or Business Administration, or equivalent business experience. CPA preferred but not required.
- 5+ years of progressively responsible experience in public accounting or for a major company or division of a large corporation.
- Percentage of completion accounting experience preferred but not required.
- Excellent computer skills in Microsoft Word, Excel, and Outlook. Epicor experience preferred but not required



Physical Requirements

The physical demands described here are representative to those that will be faced an employee in order to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to handle/feel objects; and reach with hands and arms.
- While performing the duties of this job, the employee will spend long hours sitting and using office equipment and computers.
- While performing the duties of this job, the employee may also have to do some light lifting of supplies and materials from time to time.

Approval

The employee named above meets the requirements of this job description/qualification record and is hereby approved to perform the duties and responsibilities stated within.

Approval: _____
Employee's Supervisor

Date: _____

Approval: _____
Employee

Date: _____