



CONTROLLER

CLASSIFICATION:

EXEMPT

REPORTS TO:

VICE PRESIDENT

JOB DESCRIPTION:

SUMMARY/OBJECTIVE

The controller position functions as a business partner with the plant and management to effectively manage and control the local business. Leads the financial staff and is accountable for plant level responsibilities including general accounting, payables, order entry, billing, cost accounting, bill of materials, business analysis, financial reporting, sales management, and computer operations.

ESSENTIAL FUNCTIONS

1. Prepare monthly reports of results, monthly forecasts, annual operating plan, and strategic planning.
2. Responsible for internal controls at the plant for operations, sales and finance.
3. Analyze and accurately report current month's financial results to the corporate management in accordance with corporate format and time requirements.
4. Submit all financial transactions, transmissions, and reporting on a timely and accurate basis.
5. Ensure accuracy of physical inventory and reported results. Investigate and explain book to physical adjustments.
6. Perform audits of bills of materials to ensure product costs are accurate and accounted for properly. Report audit results monthly.
7. Ensure timely and accurate input of bill of material and price code changes.
8. Ensure bill of material and costing accurately reflect production operations.
9. Maintain a perpetual inventory for finished goods and reconcile this perpetual to production, shipping, and returns on a daily basis.
10. Attend weekly staff meetings.
11. Perform weekly walkthroughs of the plant with plant manager/VP to discuss production and costing issues. Review labor reporting and cost, material costs, manufacturing overhead, distribution cost, returns and inventory levels.
12. Document and understand ERP/MRP systems, hardware, and reporting conventions.
13. Analyze potential excess and obsolete inventory items monthly.
14. Reconcile all inter-company accounts monthly.
15. Analyze internal controls to ensure assets are adequately safeguarded and results are accurately reported.
16. Assure adherence to Generally Accepted Accounting Policies. Resolve questions of GAAP and internal controls with management.
17. Assist in completion of special projects.

COMPETENCIES

1. Financial Management.
2. Communication Proficiency.
3. Time Management.
4. Organizational Skills.
5. Leadership.
6. Strategic Thinking.

SUPERVISORY RESPONSIBILITY

This position manages all employees of the department and is responsible for the performance management within that department.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position and daily hours to be discussed.

REQUIRED EDUCATION AND EXPERIENCE

1. B.S. in accounting or business administration.
2. 5-10 years as plant controller or cost manager in a manufacturing environment, managing a staff, with an emphasis on cost accounting, reporting and variance analysis.
3. High level of proficiency in PC spreadsheets and ERP/MRP systems.

OTHER DUTIES

Please note this job description is not designed to cover and contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply: Email info@goldenvalleyindustries.com with a brief cover letter and your resume.