



# Job Description

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**Job Title:** Controller  
**Department:** Accounting  
**Reports to:** CEO  
**FLSA Status:** Exempt  
**Revision Date:** 2/12/2018

## **Summary:**

Manages and administers the activities of the accounting department to include billing, accounts receivable, accounts payable and internal auditing. Also, ensures efficiency in operation maintains good customer relations and provides guidance and training to employees supervised.

## **Essential Duties and Responsibilities:**

- Communicate monthly financial reporting to upper management.
- Publish company wide financial reports (internal branch statements published by 10<sup>th</sup> of the following month, annual audited statements published by March 15 of following year).
- Responsible for reporting to financial institutions information to comply with loan covenants.
- Preparation of financial information to distribute at quarterly managers' meeting.
- State tax reporting to the North Carolina Department of Revenue.
- Monitor compliance with sales tax issues companywide.
- Responsible for Systel federal and state estimated income tax payments.
- Analysis of Systel cash flow (maintain cash flow spreadsheet for distribution to CEO).
- Responsible for annual property tax listings.
- Responsible for filing privilege licenses.
- Additional Company wide financial-related issues as they arise.
- Assist with the accounts for related entities.
- Entering of checks into the Wells Fargo Positive Pay.
- Maintain the fixed asset schedules.
- Reconciliation of job costs for the print shop.
- Enter invoices into OB10 system for VA.
- Enter invoices into WAWF.
- Miscellaneous duties to include:
  - Filling out surveys (BTA, requests from suppliers, etc.)
  - Responding to ACH requests from customers.
  - Handling sales tax questions, and /or other billing related issues
- Other financial duties as may be assigned.

## **Qualifications:**

Bachelor's degree in Accounting and CPA certification and 5+ years' experience working for a public accounting firm.

## **Supervises:**

Accounts Receivable; Accounts Payable; General Ledger; Accounting Clerk I