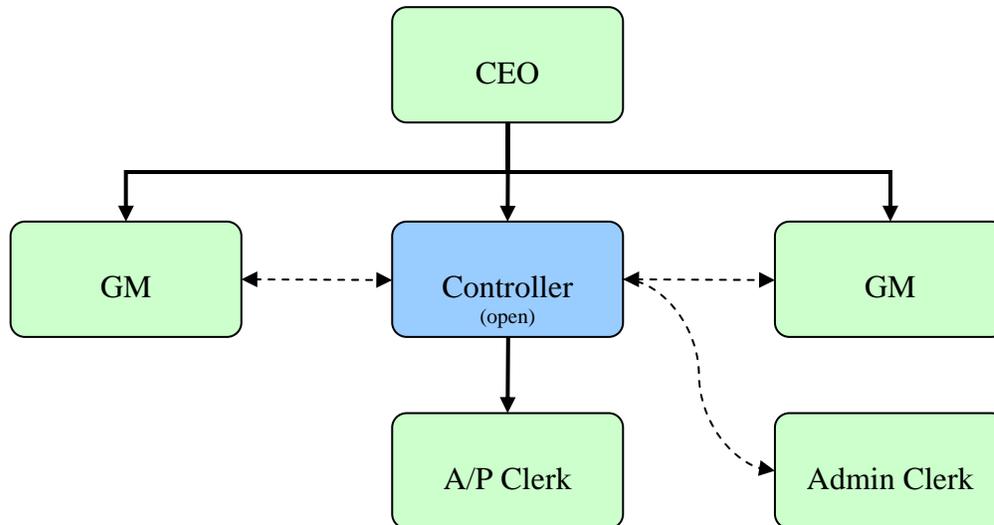




**Position Title:** Controller

**Organizational Chart of Department:**



**Overview:**

A building supply and manufacturing company with \$12 million in revenues is hiring a Controller with a "hands on" ability to manage all accounting functions. The ideal candidate will seek business growth through accounting as well as operations.

The controller is responsible for directly managing the A/P Clerk and overseeing an Admin Clerk. The controller will be responsible for each of the entities that constitute this company. This position requires effective problem solving ability, strong organizational skills and the ability to get things done through others with a no-excuse mentality.

The environment is casual, and results driven. There is a small town feel to the organization, though business permeates the environment (in other words, this is about results). The company has shown steady increases in growth and plans to continue with this forward moving progress. The right person will augment and share in the growth process of this company.

**Company Size:**

\$12M combined revenues.

**Location:**

30 Minutes North of Atlanta

**Reports to / Manages:**

Reports to CEO

Strong dotted line to General Managers of the two operating companies

Directly manages A/P Clerk with dotted line to an Admin Clerk.

**Salary Structure:**

\$60,000-\$70,000

**Duties/Responsibilities:**

- Integrity of financial statements and all accounts within the statements
- Accurate and timely preparation of monthly financial statements for four companies
- Become the “guru” for integrated computer system
- Daily cash drawer reconciliation
- Monthly bank statement reconciliation
- Annual physical inventory control and reconciliation
- Management of weekly inventory cycle counts
- Oversee the expenditure for and the relationship between the company and service vendors such as utility companies, fax and copier suppliers, etc.
- Offer constructive ideas on how to improve efficiency, effectiveness, and controls in all operational facets of both operating companies. Work intimately with other managers to implement all improvement initiatives
- Monitor various operational and sales reports as assigned by the CEO or GM
- Complete physical inventories and institute inventory management controls

**Required Qualifications:**

- Accounting Degree required.
- CPA a plus
- 5+ years experience in an Accounting Managerial role
- Manufacturing, Construction, or Distribution experience a plus!
- High technical competency related to financial management and accounting
- Comfortable in high transaction/high SKU operating environment
- Inventory Management / Controls experience desired
- Team member and leader somewhere in background

**Computer Competence:**

- Must have good general IT knowledge.
- Mastery of an integrated computer system is a must.