



Controller

Reports to Director of Operations

Summary:

Controllers provide leadership and coordination of company financial reporting, planning, tax preparation, shareholder relations, debt financing, and budget management functions. Ensure company accounting procedures conform to generally accepted accounting principles.

Requirements & Responsibilities:

- 3-5+ years previous experience as a controller.
- Bachelors degree in Accounting and/or Finance.
- Hands-on experience in completing all accounting functions and tasks.
- Previous experience in completing, reconciling and closing a general ledger is a must.
- Understanding of multi-currency transactions and financial consolidations.
- Strong understanding of planning and implementing accounting and control process.
- Good facilitation and negotiating skills.
- Ability to understand and communicate both internally and externally with a variety of clients, vendors and other professional services.
- Strong Microsoft Office and Quickbooks Enterprise knowledge and skills.
- Ability to create, develop and manage the annual budget process.
- Excellent leadership and teamwork skills.

Essential Duties:

- Manage all accounting, financial reporting and administrative functions.
- Assist in implementing strategic objectives and developing operating plans for the business.
- Make recommendations on accounting procedures and processes to upper management.
- Manage general ledger, A/P, A/R, Payroll, Taxes and Cash.
- Manage relationships with external auditors, lawyers, and vendors as related to finance.
- Establish and maintain accounting policies and procedures, including internal controls and audits.
- Complete annual tax return preparation and oversee the completion and filing of the Company taxes.
- Manage annual budget and planning process.
- Prepare long-range financial projections and business models as needed.
- Manage banking relationships and as necessary capital equipment lease/credit arrangements.
- Provide shareholder financial data as requested for quarterly board meetings and annual shareholder meeting with respect to operating results, trends, costs, and budget compliance.
- Manage and complete monthly financial reporting process.

Supervisory Responsibility – Medium

Individuals in this role oversee the entire financial operation of the business.

Client Interaction – Medium

Individuals in this role will have occasional contact with clients, and assist in insuring a positive client experience.



Decision-Making Authority – Medium

The decisions this role makes can have direct impact on XPLANE financials and business metrics.

Job Competencies:

Analytical Ability

Ability to review, analyze, and synthesize information in order to make it more easily understood and recommend a specific course of action. Comprehend complex business issues. Demonstrate ability to quickly discern clients' needs and core values.

Judgment & Decision Making

Makes decisions while exhibiting judgment and a realistic understanding of issues; ability to use reason, even when dealing with emotional topics. Weighs alternative courses of action and makes decisions that reflect factual information and are based on rational and logical assumptions that take organizational resources into consideration.

Job Knowledge-Finance

Possesses expertise in federal and state laws, regulations, policies, procedures and sound financial practices. Ability to interpret financial data. Develops and implements internal controls sufficient to ensure the timely and accurate accounting, maintenance, deposit, and distribution of funds. Mastery of the concepts and skills needed to perform the work and capacity to learn more.

Results Orientation

Ensures that one's own and/or others' work and information are complete and accurate; focuses on desired result of one's own or one's units' work.

Organization & Planning

Establishes a course of action for self or others to accomplish a specific goal. Takes a methodical approach to planning and guiding project processes and resources from start to finish.

ADA:

- This is a sedentary position, with occasional periods of standing
- Position demands extensive keyboarding. Visual acuity required
- Occasionally asked to lift 25+ pounds
- Seldom (<10%) travels domestically & internationally