	<b>Controller</b> <b>JOB DESCRIPTION</b>			
<b>Effective Date:</b>	<b>Original Date:</b>	<b>Originator:</b> HR	<b>Department:</b> Accounting	<b>Page</b> 1 of 2

**Summary/Objective**

The Controller has overall responsibility for the accounting, financial controls, financial reporting, and tax areas of the company. Compliance with GAAP and internal controls as well as company policies and procedures are critical elements of the job.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Duties/Responsibilities:*

- Directs all aspects of accounting operations, overseeing all transactions related to the general ledger
- Ensures records are maintained in accordance with GAAP
- Coordinates, prepares and reviews monthly financial results
- Develops and maintains all necessary accounting policies and systems
- Coordinates year-end external audit
- Responsible for compliance with all domestic (and foreign, if any) tax rules and regulations including sales and use, property, income and other business taxes
- Conducts risk assessment and evaluation of control environment
- Designs and implements proper internal control environment
- Performs ongoing research of regulatory changes and compliance resources to strengthen the control environment, enhance efficiencies, and manage costs
- Prepares and circulates internal reports regarding profits, trends, costs and compliance efforts

**Competencies**

- Current and extensive knowledge of GAAP (SEC reporting a plus)
- Strong technical accounting skills, including a thorough understanding of processes, systems, and controls
- Ability to work in GL system and related sub-systems
- Knowledge of internal controls and proper control environment (e.g., Sarbanes-Oxley)

**Supervisory Responsibility**

- Hires and trains Accounting staff.
- Schedules, organizes, and assigns projects to members of the Accounting team.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

**Work Environment**


This job operates in a professional office environment that is well-lit, heated and/or air conditioned depending on the season. 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 this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to stand or walk.

This is largely a sedentary role; with the ability to lift up to 30 pounds at times.

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**Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:00a.m. to 5:00 p.m., Monday through Friday.

**Travel**

No travel is required for this position.

**Required Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Required Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Required Education and Experience**

1. Bachelor’s degree in accounting or finance required;
2. At least three years of experience as a company controller or assistant controller and two years of public accounting experience or 5 years of public accounting experience.
3. CPA required

**Preferred Education and Experience**

1. Master’s degree or equivalent experience
2. Healthcare accounting background/knowledge a plus

**Additional Eligibility Qualifications**

None required for this position.

**Other Duties**

Please note this job description is not designed to cover or 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.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_  
HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_