



**Document Title:**  
Controller Job Description

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Reference SOP02 Personnel Management

<b>Job Title:</b>	<b>Controller</b>	<b>Department:</b>	<b>Manufacturing</b>
<b>Supervisor:</b>	<b>Chief Financial Officer (CFO)</b>	<b>Employment Status:</b>	<input checked="" type="checkbox"/> <b>Full Time</b> <input type="checkbox"/> <b>Part Time</b>
<b>Work Location:</b>	<b>Austin, TX (onsite)</b>	<b>FLSA Classification:</b>	<input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non- Exempt</b>

**Position Summary**

The Controller manages company's accounting activities.

**Responsibilities List**

- Manages all accounting functions including but not limited to accounts receivable, accounts payable, payroll, and purchasing.
- Reviews, evaluates and implements accounting systems, policies, and procedures.
- Ensures all financial reports are prepared in a timely and accurate manner.
- Prepares and presents financial statements and related reports including but not limited to balance sheets, income statements, cash-flow reports, budgets, and variance analysis.
- Understands the financials of the company to meet legal requirements and keep the company in good standing for Federal, State and Regulatory Agencies registration and reporting obligations.
- Supervises monthly balancing of books and monthly account reviews; prepares and presents monthly financial statements.
- Coordinates annual independent audit and preparation of annual tax documents.
- Directs budget preparation, reviews budget proposals, and prepares necessary supporting documentation and justification for proposed budgets.
- Provides management with timely reviews of organization's financial status and progress.
- Ensures compliance with statutory payroll and property tax reporting.
- Monitors receivables to ensure credit risk is mitigated.
- Oversees accounts payable function including but not limited to compliance with expense reporting, capitalization policy, and purchase order procedures.
- Assists with company strategic planning.
- Assists with special projects as required.
- Performs other related duties as assigned by management.

**Education**

Bachelor's Degree (B.A.) or equivalent required.  
Valid CPA standing.

**Experience**

☐ N/A

Four to six years related experience and/or training.  
Experience with IVD manufacturing is a plus. Other complimentary industries include Food, Beverage, and Medical Device Manufacturers.  
Experience implementing ERP Accounting or ecommerce solutions.  
First-hand experience in a manufacturing environment understanding various costing methods and accounting procedures.

<b>Knowledge and Skills</b>	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>• Attention to detail.</li> <li>• Strong exposure to and general understanding of tax code and laws.</li> <li>• Working knowledge of forecasting and financial reports.</li> <li>• Demonstrated ability to interpret economic conditions and anticipate the impact on the organization.</li> <li>• Basic competence in duties and tasks of supervised employees.</li> <li>• Working knowledge of data collection, data analysis, evaluation, and scientific method.</li> <li>• Ability to work with all levels of management.</li> <li>• Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.</li> <li>• Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.</li> <li>• Proven leadership and business acumen skills.</li> <li>• Demonstrated ability to supervise and motivate subordinates.</li> <li>• Commitment to excellence and high standards.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Good understanding of international finance.</li> <li>• Proficient in Microsoft Office, mid-sized ERP systems (NetSuite, Microsoft Business Central), &amp; QuickBooks.</li> <li>• Sense of humor.</li> </ul>	

<b>Travel Requirements</b>	<input type="checkbox"/> N/A
Up to 25% travel requirements to other facilities	

<b>Other Duties</b>
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.

<b>Work Environment and Physical Requirements</b>	<input type="checkbox"/> N/A
Office environment. Often standing, or prolonged periods of sitting at a desk and working on a computer.	

<b>Training Assessment</b> <i>(If requirements are not met by the individual filling the position, list all training requirements and attach evidence of training)</i>	<input type="checkbox"/> N/A				
<table border="1"> <tr> <td><b>Completed By:</b></td> <td></td> <td><b>Date:</b></td> <td></td> </tr> </table>		<b>Completed By:</b>		<b>Date:</b>	
<b>Completed By:</b>		<b>Date:</b>			

<b>Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.</b>			
<b>Print Employee name assuming this position</b>			
<b>Employee Signature</b>		<b>Date:</b>	

*The signed Job Description is to be maintained on file by HR and/or Department*