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| LOGO.new.JPGJob Title: Controller |
| Department: Corporate Administration |
| Revision Date: 09/08/2022 |

Position Overview

The Controller works closely with the CFO to oversee and guide the Company’s financial and accounting activities. In addition to FLASH, the parent organization, the Company also includes a transload operation, two sand mines, a leasing company, and grocery store. The Controller will handle financial reporting and analysis, aid in forecasting, oversee and refine departmental processes in Accounts Payable, Accounts Receivable, and payroll for all divisions. This is a fantastic opportunity for a professional who thrives in a busy workplace, is well-versed in working closely with senior management, as well as being directly involved in day-to-day departmental operations.

Essential Job Functions

* Work closely with CFO to monitor the financial performance of all companies
* Compile and analyze financial reports for all organizations, as directed by the CFO
* Prepare monthly and annual operating budgets
* Support the company’s strategic plans by aiding management with important financial decisions
* Communicate financial metrics to executive management
* Monitor company financial reports and make recommendations for cost reduction initiatives
* Assume financial oversight and responsibility of specific companies, including, but not limited to, Crossroads Market, the grocery store
* Provide process management to accounts receivable, accounts payable, and payroll departments
* Perform regular audits of key departmental processes and engage in continuous improvement
* Ensure proper documentation and adherence to departmental processes and procedures
* Oversee training and development to ensure retention and growth of department personnel
* Stay current on the financial market to advise on maximizing profits and opportunities for expansion
* Ensure legal requirements of financials are met and keep the financial state in good standing

Skills

* Bachelor’s or Associate's Degree in Business, Accounting, Finance or related discipline
* Minimum 5 years accounting experience in a senior accounting or financial management role
* Experience with Sage, or other similar software programs and systems
* Strong interpersonal and communication skills
* Experience in overseeing multiple direct reports in various accounting functions
* Impeccable analytical and organizational skills
* Ability to balance working in and on the financial and accounting processes of the business
* Self-motivated and self-directed; strong organizational and time-management skills
* Ability to work closely with a senior management team
* Enjoyment in working in a small office atmosphere and a willingness to engage in office camaraderie