



**Job Description Title:** Controller  
**Division/Department:** Finance/Accounting  
**Location:** Miami  
**Reports to:** CFO  
**Work Schedule:** 8:30 a.m. to 5:00 p.m.  
Monday through Friday  
Must be able to be flexible weekends and overtime on an as needed basis.

**Exemption Status:** Exempt

**Summary of duties and responsibilities:**  
Achieves accounting operational objective by contributing accounting information and recommendations; assist in preparing and completing accounting reports; implementing processes and productivity standards; identify trends; determining system improvements.

- Essential duties and responsibilities:**
1. Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines.
  2. Manage the accuracy and productivity of day to day activities of account payable, cash disbursements, fixed asset records, general accounting and cost accounting. Work closely with other managers on the revenue cycle and receivables and payroll functions.
  3. Develop, improve and issue timely monthly financial records.
  4. Manage budgeting files and processes.
  5. Support CFO to assure financial plans are consistent with organizational goals.
  6. Work with CFO and managers as need to provide financial analysis tools to evaluate special projects, capital expenditures, etc.
  7. Maintain commercial banking relationships.
  8. Interface with outside audit firms, banks and lessors.

**Education, prior work experience, and specialized skill and knowledge:**  
5 years or more of Financial and Managerial accounting knowledge and experience. Bachelors' Degree required. Computer knowledge in MS Word, Excel, Powerpoint, and Great Plains among other business related software. Highly detail oriented.

**Physical environment/working conditions:**  
Office environment. May have some light lifting up to 30lbs. May require prolonged periods of sitting or standing. Bending and stooping. May have prolonged computer usage.

**Equipment/machinery used:**  
General office equipment, such as: facsimile, copier, personal computer, laminating machine, etc.

I have read and understand the duties outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed