



### **Controller**

The Controller will join our small but growing Finance team and play an important role with high visibility across the company. Opportunities exist for increasing levels of responsibility and expansion of the role over time as our company is expected to grow rapidly over the next five years. Responsible for direct supervision of all accounting functions, focus on identifying early warning of potential financial and control issues. Primary responsibilities include leading the monthly, quarterly, and year-end close process, filing of tax returns, and ensure the safeguarding of company assets. The Controller will also be part of a team that creates and implements policies and procedures to identify, resolve and document accounting issues in addition to creating procedures to make the close and reporting processes more efficient and accurate.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Oversee the preparation of monthly financial statements and related footnotes, though the monitoring of key accounts, reviewing results, consolidating with publicly held parent company and prepare journal entries
- Coordinate quarterly and year-end audits with external auditors and tax filings with outside tax professionals
- Develops and executes strategies for financial reporting, general ledger maintenance, and financial systems and controls
- Responsible for monitoring accounts payable and accounts receivable functions
- Monitor reconciliations for all key accounts, supported by underlying transactions / subledgers / third party documentation in a timely manner.
- Interpret accounting standards and company policies and ensures their proper application and documentation for related company business transactions
- Implement processes to record transactions by department and compare costs incurred to budget
- Review monthly accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained
- Perform cash projections to effectively manage cash balances and maximize the return on any excess cash balances
- Implement, document, and maintain adequate and effective internal controls
- Implement, document, and maintain adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting
- Proper analytical review of the asset operations from a balance sheet, income statement and cash flow perspective as well as an overall business perspective
- Mentor and counsel direct reports and grow the accounting team
- Support the CFO, CEO and other corporate leadership as required, conduct ad hoc analyses of the organization's finances, and presents findings to executive leadership for decision making and planning

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- Identify, lead, and execute continuous improvement initiatives in and around the area of accounting, reporting, and transactional processing

**Supervisory Responsibilities**

Directly supervise employees in the Accounting & Financial Reporting Department.

**Education and/or Experience**

- Bachelor's degree (B. A.) in Accounting or Business from four-year college or university and ten (10) years' related work experience.
- CPA license is required.
- 5+ years of experience in public accounting required with exposure to manufacturing companies
- Related experience managing accountants and the accounting and finance process.
- Experience with Plex or similar ERP system is preferred
- Able to work in a small team, start-up environment, be flexible and work hours as needed
- Strong communication and analytical skills

**Email resume to [careers@bollingermotors.com](mailto:careers@bollingermotors.com)**

**ALL APPLICANTS MUST BE AUTHORIZED TO WORK IN THE UNITED STATES**

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