

CONTROLLER

Position Description

POSITION PURPOSE:

The Controller will perform duties central to the financial workings of the company in a detail-oriented, orderly, and trustworthy manner. This position will report to the President and work with outside accounting and other financial consultants as necessary.

POSITION RESPONSIBILITIES:

- Maintain executive responsibility for financial operations, including working capital, capital expenditures, debt levels, taxes, budget, and general accounting.
- Develop and direct financial plans to the strategic business plan, company growth, and market opportunities and direction.
- Establish and maintain stable cash flow management policies and procedures, and ensure cash resources are available for daily operations and business and product development.
- Reports the organization's financial position and issues monthly reports on organization's financial stability, liquidity, and growth.
- Set-up and/or oversee all financial and operational controls and metrics within the organization.
- Analyze current and future business operations and plans to determine financial effectiveness.
- Manage outside lending and equity relationships.
- Prepare and file federal, state, third-party, and other financial reports to ensure compliance with GAAP, and other taxing entity requirements.
- Constantly analyzing the financial status of the organization
- Prepare timely financial reports & budgets and presents finding and recommendations to the Directors
- Works with management to develop and update realistic revenue forecasts
- Prepare reports based on client profitability
- Establish and maintain internal controls
- Review insurance needs to determine adequate needs
- Maximize cash receipts – and controlling disbursements
- Supervise Accounting Staff

QUALIFICATIONS

- Requires a Bachelors degree in Accounting or Finance. CPA or MBA a Plus
- Must have 5 years of senior level accounting experience
- Engineering or Project Management experience a plus
- Strong forecasting, cash flow, budgeting and modeling necessary.
- A demonstrated ability to manage and mentor teams

- Strong management ability to lead by example and team oriented
- Strong General Ledger, Payable, Receivable
- Must be extremely detail oriented and computer literate, with superior spreadsheet skills
- Experience with ERP Systems preferred

Computer & Software Requirements

- Strong spreadsheet experience
- Strong Computer Competency

Leadership Skills Required

- Discreet and Trustworthy
- Effective Communication - Written and Verbal
- Analytic Thinking
- Innovation (Creativity)
- Open Debate and Courage
- Results Orientation
- Teamwork
- Committed to Excellence

EXPECTED OUTCOMES:

- Assignments are completed accurately and on time
- GTS Leadership are well informed of progress, obstacles and solutions
- Innovation and quality standards are practiced
- Cooperation, collaboration, and teamwork behaviors are visible

PERFORMANCE METRICS:

- Reports, documents, presentations, calculations and analysis are accurate and well documented
- Personal productivity is maintained
- Participate in Catalytic Coaching and offer Feedback

GTS VALUES:

- **Quality** - Take pride in our work...Achieve the highest standards of excellence
- **Integrity** - Follow through on commitments...Have the courage to do what is right
- **Camaraderie** - Show loyalty to GTS and the team...Treat each other with respect and tolerance
- **Proficiency** - Reach beyond competence...Be a professional at all times
- **Can Do** - Go the distance...Be open minded and flexible...Find a way to say yes!