

Our valued client is seeking a senior level accounting professional to join their organization on a full-time basis as a Controller. This position will play both a strategic and hands-on role in all daily accounting operations, including providing oversight and operational execution to accounting, payroll, accounts payable and accounts receivable. The individual in this role will play an integral role in helping to transform and streamline processes for efficiency in a growing and dynamic organization.

In this role, you will:

1. Preparing accurate and complete accounting records, including financial statements that conform to standards defined within the department
2. Perform reconciliation(s) of Balance Sheet accounts
3. Develop and implement proper keeping of financial records, making use of current technologies
4. Perform monthly close functions, including journal entries and schedule preparation
5. Manage an in-house bookkeeper who will assist with all accounting activities.
6. Daily assistance with cash management activities
7. Readies and maintains financial and business transactions that require an understanding of both accounting theory and practice
8. Projects accounting data to show the effects of proposed plans on capital investments and overall financial condition
9. Analyzes financial information detailing assets, profit and loss statements, and other reports to summarize current and projected company financial position
10. Manage and guarantee weekly disbursement of multi-state payroll, including garnishments, benefits and taxes to employees consistent with federal and state wage and hour laws
11. Ensure the processing of new hires, temporary workers, transfers, promotions and terminations are accurate and timely
12. Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations
13. Process bi-weekly payroll
14. Audit W-4s, payroll balance sheets, YTD earnings, etc.
15. Communicate actively with Operations, Sales and Human Resources to review cross-departmental impacts and reconcile data sharing
16. Ensure systems are set-up and updated to reflect our current employee base, including wages, benefits, vacation, etc in line with contracts

17. Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.)
18. Work with cross-functional teams on system enhancements and process improvements to continuously drive optimal business performance.
19. Special Projects as required.