



## JOB DESCRIPTION

Title: Controller	Team: Accounting/IT
Reports to: VP of Finance	Status: Full-Time, Exempt

### Summary

*The Controller leads the accounting team, oversees the day-to-day general accounting and financial functions, and implements policies and procedures for the financial reporting of See Rock City, Inc. Under the direction of the VP of Finance, the Controller is responsible for performing the following duties:*

### Responsibilities

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Adheres to the organization's processes and procedures, ensuring these are consistently followed.
- Manages and oversees daily operations of the Accounting Team including Accounts Payable/Receivable processing, cash receipts, general ledger, treasury, and weekly vendor payments.
- Maintains current accounting controls. Reviews policies and procedures to develop efficiencies and increase accuracy of daily operations. Coordinates the implementation of new systems, controls, and procedures as necessary.
- Coordinates and executes the annual Financial and General Liability audit. Works with the VP of Finance to ensure annual audits are clean and timely.
- Prepares analysis of accounts for the month-end close process and reviews workpapers from Accounting Team.
- Analyzes and records inventory and costs of goods sold.
- Manages capital projects, fixed assets, and Right-of-Use assets including depreciation calculations, additions, and disposals along with recording appropriate journal entries.
- Processes bi-weekly payroll, special pay runs, quarterly and annual taxes coordinated with payroll vendor, reconciles insurance billing, and completes annual workers compensation audit.
- Monitors and resolves bank or credit card processing issues. Serves as primary point of contact with our credit card processing company. Analyzes credit card processor statements and review chargebacks.
- Reports and pays taxes to include Personalty and Sales and use Taxes.
- Prepares and files census reports, as required.
- Coordinates the preparation, generation, and distribution of financial statements. Serves as the point of contact for follow-up questions on financial statements.
- Ensures deadlines are met, including timely distribution of financial statements monthly/yearly.
- Works alongside VP of Finance to create annual budgets for the Accounting Team needs as well as manages projects/expenses to budget on an ongoing basis.
- Assists with the annual budget and forecasting activities for the organization overall.
- Leads the Accounting Team including scheduling, time approvals, work delegation, evaluation, and performance management. Assigns Projects and directs team to ensure compliance and accuracy.
- Troubleshoots cash recyclers at all locations.
- Performs other duties as assigned by management.

### Qualifications

- Bachelor's degree in Accounting/Finance or closely related field of study required.
- Minimum 5 years' experience in Accounting required.

- An equivalent combination of education and experience will be considered.
- CPA, CMA, or other related certification preferred.
- Must have a thorough understanding of Generally Accepted Accounting Principles (GAAP), financial reporting and general ledger structure.
- Payroll, Fixed Asset, and Inventory specific experience required.
- Technical Skills
  - Must possess excellent computer skills and be proficient in MS Office, including Word, Excel, and Outlook.
  - Prior experience with Great Plains – Dynamics, Management Reporter, and QuickBooks strongly preferred.
  - Experience with payroll, HRIS, Point-of-Sale, and budgeting (Planning Maestro) software a plus.
- Team Leadership skills with the ability to coordinate, motivate, develop, and oversee others.
- Ability to lead a team with track record of motivating and developing team members.
- Possess a kind personality, the desire to contribute to a great team, and willingness to learn or improve skills.
- Ability to display a professional, engaging, and polite image to guests and team partners.
- Ability to speak effectively in one-on-one and small group situations knowing that your feedback and input is important to the team.
- Ability to read and understand operational documents.
- Ability to work effectively with a team in a fast-paced, efficient, environment.
- Must possess a current driver's license and good driving record.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 15 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.