



Job Title: Controller  
Report to: President/CEO  
Location: Burlingame, CA  
FSLA: Exempt

### **Essential Duties & Responsibilities**

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
  - Oversee the technology systems, financial reporting and insurance related matters.
- Participate with the Executive Management Team to establish long-range goals, strategies, plans and policies.
- Establish or recommend to management, major corporate economic strategies, objectives and policies.
- Provide insight and guidance on business financial related issues to the procurement and project management teams.
  - Be an advisor from the financial perspectives on all contracts.
- Oversee the proper negotiation of vendor contract terms and conditions.
- Direct and oversee the responsibilities of planning, hiring, training, and daily work performance for the accounting and technology team.
- Evaluate the team for efficiency and effectiveness and provide individual feedback for professional and personal growth.
- Prepare financial statements, ensure they are prepared in accordance to generally accepted accounting principles and confirm accuracy.
- Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Executive Management team in performing their responsibilities.
- Perform a budget vs. actual analysis for the executive management team on a monthly basis.
- Prepare reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Manage the company assets, proposing cash utilization and cost savings initiatives.
- Direct the company's financial planning practices and relationships with lending institutions.
- Represent the company in the daily activities in the financial community.

- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Oversee the use of funds for capital expenditures.
- Review all proposals for new expenditures and analyze the justification.
- Provide and administer adequate company insurance programs.
- Provide internal auditing of all financial activities.
- Maintain positive relationships with outside auditors and ensure all internal documents are provided in a timely manner.
- Deal with taxing bodies, including submission of tax reports.
- Prepare reports required by regulatory agencies.
- Direct and manage computing and information technology strategic plans, policies, programs and schedules for the business, computer services, network communications and management information services to accomplish corporate goals and objectives.
- Assess new computing technologies and determine potential value for the company.

### **Requirements**

- Bachelor's degree in Accounting, Financial, or Business Administration
- 10-15 years' experience in a Senior Accounting / Controller Role
- Custom job shop manufacturing experience
- Working knowledge of NetSuite highly preferred
- Working knowledge of Paylocity preferred
- Proficient knowledge of Excel, problem solving, and analytical skills required
- Hands on operating experience with general ledger, accounts payable, accounts receivable, payroll, and income tax knowledge
- Professional written and verbal communication and interpersonal skills
- Work at highest level of confidentiality and accuracy
- Strong IT background with ERP systems