

CONTROLLER

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Daily Responsibilities:

- Managing accounting operations
- Financial management of the company
- Acts in support of the CFO
- Provide for a system of management reports
- Recommend benchmarks to measure company performance
- Maintenance of GL and supporting records
- Assist CFO and COO with the preparation of budgets, forecasts and transaction analysis
- Maintain or revise implement financial, accounting, billing, and auditing procedures if required
- Ensure all internal and external reporting deadlines are met
- Ensure that the finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles
- Provide direction and acts as a resource to accounting and general administrative staff to ensure complete, accurate and timely completion of work and that staff take responsibility leadership for their own job assignments
- Oversee Accounts Payable, Accounts Receivable, Credit & Collections, General ledger and maintain disaster plan
- Establish and implement short and long range departmental goals, objectives, policies and operating procedures
- Protect assets, monitor and enforce internal controls
- Assist CFO with all purchasing, payroll and 401K activity for staff and participants
- Oversee business insurance plans and health care coverage
- Compliance with federal, state and local reporting
- Monitor banking activities of the company
- Ensure adequate cash flow to meet the company's needs
- Prepares special reports by collecting, analyzing and summarizing information and trends
- Oversee agent settlements

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- Oversee/administer contract negotiations or legal issues relating to account settlements, property leases, client and vendor claims and lawsuits
- Facility management and relationships with landlords
- Maintain in-depth relations with all members of the management team and foster a spirit of cooperation and open communication within all levels of the company

Required Skills

- A minimum of a BS in Accounting or Finance
- Demonstrated excellence in managing finance, accounting, budgeting, control and reporting
- Skill in examining, developing, reengineering and recommending financial, HR and technology policies and procedures
- An effective communicator with strong oral and written skills
- A hands-on type of person with integrity and a desire to work in a fast changing environment
- Knowledge of general office software, Office 365, general ledger and databases
- Maintain a valid local drivers license

Desired Skills

- Working knowledge of CargoWise Software
- 12-15 years of broad accounting and management experience in the day to day operation of a U.S. Customs Broker and international forward.
- Skill in a second language (Spanish)
- Active listener