

KVK Tech	Master Job Description		
	Revision:		

Department	Accounting		
Job Title	Controller	FLSA Status	Exempt
Role	N/A		
Sub Role (If any)	N/A		
Reports To			

1. Role Purpose:

(Provide a brief summary of the primary purpose of this role)

The basic function of the Controller is to Manage all accounting activities including Budgets, Financial Statements, Accounts Receivable, Accounts Payable, General Ledger, Inventory, Cost Accounting, Tax Compliance, Payroll and 401K plans, and Insurance.

2. Key Duties & Responsibilities:

(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)

- Provide financial direction to all departments and will provide recommendations to improve performance
- Oversee all payments made for debts, bank loans, and other vendor payables
- Monitor cash balances and manage cash flow
- Manage month-end and year-end closing and prepare monthly financial statements in a timely manner
- Budget preparation and monitoring, including the analysis of variances and trends and communicating explanations to management with recommendations
- Profitability analysis by customer, product, etc., and estimating product costs to support quoting activities
- Identification and implementation of cost savings strategies
- Track, investigate, and resolve customer payment deductions
- Provide proactive / unsolicited consultation, interpretation, and education of complex financial and operational matters to various departmental leaders used to drive business decisions

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- Collaborates with senior management to explain results, make improvements, manage projects, identify inefficiencies, understand operations, and leads the development of complex analysis
- Monitor and implement internal controls as necessary to ensure quality control over financial transactions and financial reporting, safeguard company assets and identify risks
- Ensures proper accounting in accordance with U.S. Generally Accepted Accounting Principles, including the development and maintenance of a documented system of accounting policies and procedures
- Aid external CPA with local, state, and federal government reporting requirements, tax filings, and audits
- Liaison with bankers, attorneys, insurance agents, etc
- Must work across organization boundaries and all levels of the company to achieve plant and corporate objectives
- Integrates and trains new staff while leading the continued professional development of the existing team

3. Typical Supervisory Responsibility:

(Identify any responsibilities the role has for supervising others)

N/A

4. Education & Experience:

(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)

Education Requirement	Specialization (If any)
Master's and/or Bachelor's Degree preferred	<i>Accounting</i>
N/A	N/A

Experience Requirement

(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)

N/A	
Number of Years (Minimum to Maximum)	<i>3-5 years' experience preferred</i>

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5. Technical competencies/ Certifications/ Licenses:

(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)

Technical competencies	<ul style="list-style-type: none"> · Ten or more years of professional accounting experience · Strong understanding of banking processes and financial data analysis · Working knowledge of national and local tax regulations and compliance reporting · Experience in managing payroll, with focus on streamlining accounting processes · Exemplary history of financial project management
Certifications	N/A
Licenses	N/A
Other	N/A

6. Physical demand and Work environment:

(Provide details regarding the physical demands and work environment that are essential to the role)

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A