



Controller

Reports To Vice President, Finance and Account Management
FLSA Salaried, Exempt - Full Time
City/State Little Rock, AR / Nashville, TN / or Remote Based

Description **GENERAL DESCRIPTION OF POSITION**

The Controller is responsible for direct supervision of all accounting and financial functions. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

In addition, this position will supervise one Staff Accountant.

Requirements **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead the Accounts Payable, Accounts Receivable, ACH, General Ledger and other traditional accounting functions
- Prepare and analyze monthly financial statements
- Identify, Implement, document and maintain strong Internal financial controls
- Coordinate the preparation of the annual 990 tax return
- Coordinate annual audits
- General Ledger Account analysis and reconciliations
- Monitor cash flow and balances to both cover expenditures and maximize earnings
- Maintain current records of bank accounts
- Manage the monthly reconciliation of bank accounts
- Responsible for month-end and year-end close of income statement and balance sheet
- Merchant management and expense software oversight
- Monitor all purchase cards
- Assist with client chapter regulatory and finance compliance
- Non-profit filings for creating and maintenance of entities, including tax exemption

MANAGEMENT

- Manage one Staff Accountant
- Employee performance evaluation and career development

OTHER RESPONSIBILITIES

- Lead special finance initiatives as directed by supervisor
- Training of staff on financial policies and procedures



EDUCATION, EXPERIENCE & SKILLS

- Bachelor's degree in business administration, accounting, finance, or related field preferred
- A minimum of 5 years of hands-on accounting experience
- Certified Public Accountant or Certified Management Accountant designation preferred
- Non-profit experience a plus
- Strong leadership and management skills
- Experience working with generally accepted accounting principles (GAAP)
- QuickBooks experience is required
- Strong analytical, problem-solving, and interpersonal skills
- Excellent planning and organizational skills to balance and prioritize
- While performing the duties of this job, employees are regularly required to sit, walk and stand, talk or hear, both in person and by telephone, use hands repetitively to handle or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds

COMMUNICATION AND CRITICAL THINKING SKILLS

- Ability to read, analyze, and understand general accounting ledgers and financial reports.
- Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SOFTWARE SKILLS REQUIRED

- Expert: QuickBooks, Microsoft Word and Excel
- Proficient: Microsoft Outlook

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EQUAL EMPLOYMENT OPPORTUNITY

CGi is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.