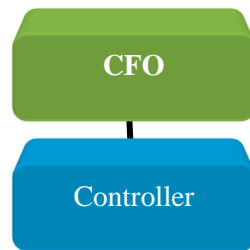


TITLE : Controller

Department	Business Location	Position Type	Pay Grade
Finance	Los Angeles	Full Time	Exempt

Classification

Exempt: This position will be paid on a salaried basis for all hours worked, and is considered exempt from overtime. No overtime premium pay is paid to exempt employees.

Position in Company *(insert or attach Company or Divisional organization chart)*


The implementation of the roles depicted in the organizational chart above varies in line with the size and scope of the business location.

Objective / Purpose of the Position

The controller is accountable for the accounting operations of the company, to include 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, supervise accounting personnel, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

Tasks / Responsibilities
Management

1. Maintains and enforces a documented system of accounting policies and procedures
2. Manage the general ledger
3. Manage internal accounting personnel and outside resources related to accounting and risk management services
4. Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives

Transactions

1. Ensure all accounts receivable and accounts payable transactions are timely and accurate
2. Ensure the cost efficiency of all bills and services
3. Maintain an effective and consistent credit risk and accounts receivable process
4. Ensure accurate inventory and product costing through the accounting system
5. Ensure timely and accurate payroll in accordance with all payroll and payroll tax laws
6. Timely and accurate treasury management as well as bank reconciliations
7. Ensure that required debt payments are made on a timely basis
8. Maintain a chart of accounts that is consistent with the company's reporting goals
9. Maintain an orderly accounting filing system
10. Maintain a system of checks, balances and controls over accounting transactions

Reporting

If you are interested in applying to this position, please email your resume and cover letter to careers@hedleyb.com

1. Issue timely and complete financial statements
2. Recommend benchmarks against which to measure profitability and in accordance with the strategic goals of the company
3. Calculate and issue financial and operating metrics
4. Manage the production and maintenance of the annual budget and forecasts
5. Calculate variances from the budget and report significant issues to management
6. Provide for a system of management cost reports
7. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

1. Coordinate the provision of information to external auditors for the annual audit
2. Monitor debt levels and compliance with debt covenants
3. Comply with local, state, and federal government reporting requirements and tax filings

Abilities

1. Driven, confident, and articulate
2. Customer focused
3. Self-starter with the ability to communicate effectively in a team environment
4. Organization and data entry skills
5. Analyzing information
6. Reporting skills
7. Ability to prioritize tasks appropriately throughout the day to meet changing needs and circumstances

Physical Demands

1. Extensive and regular computer use

Preferred Experience/ Minimum Qualifications

1. Highschool diploma
2. Bachelor's degree in accounting or business administration
3. 10 + years equivalent business experience or progressively responsible experience for a major company or division of a large corporation
4. Certified Public Accounting designations preferred

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.