



Controller – Job Description

Position Summary

The Controller works at the Intellihot Galesburg facility and will be in charge of administrative duties and ensuring that operations adhere to budgets, schedules, and standards. As the Controller, he / she will be responsible for gathering and analyzing financial data, analyzing cost reports, preparing financial statements, maintaining databases, performing audits and risk assessments, and overseeing the accounting team procedures.

Responsibilities

Essential duties include, but are not limited to:

- Manage month-end closing and prepare monthly financial statements and other operational reports for site
- NetSuite implementation
- Analyze variances and communicate explanations to management with recommended actions
- Prepare forecasts of income statement, balance sheets, and statement of cash flows for the Intellihot
- Must work across organization boundaries and all levels of the company to achieve plant, country, and / or corporate objectives
- Shares best practices across global finance team, e.g. process improvements, financial modeling, and procedures changes
- Along with Chief Financial Officer, provides proactive / unsolicited consultation, interpretation, and education of complex financial and operational matters to various departmental leaders used to drive business decisions
- Along with Chief Financial Officer, collaborates with senior management to explain results, make improvements, manage projects, identify inefficiencies, understand operations and lead the development of complex analysis
- Monitor and implement plant internal controls (in conjunction with corporate policies and in a SOX environment) as necessary to ensure reporting integrity, safeguard company assets, and identify risks
- Ensure proper accounting in accordance with U.S. Generally Accepted Accounting Principles as well as local statutory requirements

Background and Requirements

- A bachelor's degree in accounting, finance, and/or business administration is required
- An advanced degree such as a master's in accounting, finance, and/or business administration is highly valued
- While not required, a CPA is considered advantageous



Functional Competencies

- At least ten years of professional experience in an accounting function, with three-to-five years of leadership experience
- Knowledge of budgeting and forecasting techniques as well as proficiency with financial statement analysis and projection
- Strong knowledge of US GAAP
- In depth knowledge of internal controls
- Cost accounting experience
- Strong analytical skills
- Demonstrated strong entrepreneurial business acumen
- A strong project manager

Leadership and Management / Behavioral Competencies

- Ability to effectively communicate with management, public groups, peers, and staff
- Excellent communication skills, internally and with clients
- Ability to build relationships with colleagues, clients, and staff in charge
- One who promotes ethical business behavior throughout the organization
- A track record of demonstrating appreciation of and sensitivity toward a wide range of cultural and personal differences
- A team player and one who acts cooperatively with the business
- Ability to lead and motivate teams to reach a common goal
- One who demonstrates a “roll up your sleeves” leadership mentality
- A preponderance to work without direct supervision and efficiently manage tasks in a timely manner
- An ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines
- Excellent organizational skills, attention to detail, and drive to prioritize and meet deadlines

Personal Characteristics

- Entrepreneurial
- Collaborative
- Proactive
- A high degree of integrity
- Strategic-minded, with an ability to understand all aspects of the business
- Analytical
- Team-oriented
- An ability to communicate well with employees at all levels across the company
- A problem solver