



JOB DESCRIPTION

Position: Controller

Reports to: CFO

Overview:

The Controller is responsible for all day to day accounting and financial operations of the company, financial reporting and associated record keeping functions; manages all financial operations; implements related policies; directs departmental employees; and, may develop and implement some training initiatives and programs. The Controller is additionally responsible maintaining strong accounting systems and 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 (GAAP). This position will be a part of strategic financial planning and assist in overseeing financial operations and systems of the entire company.

The Controller participates on a management level that includes the Plant Managers, Transportation Manager, and Human Resource Manager. Direct report is the Assistant Controller

Responsibilities:

- Development and implementation of goals, policies, internal controls, and procedures relating to financial management, budgeting, accounting, and/or payroll.
- Ensure compliance with all applicable finance related laws and regulations
- Direct and oversee the financial accounting team
- Coordinate and ensure the timely execution of period and year-end requirements
- Prepare and distribute monthly financial statements, miscellaneous financial information and management reports
- Review journal entries, account reconciliations and analyze and comment on financial information and key company metrics
- Monitor the accounts receivable and accounts payable functions.
- Develop and maintain consistent and best practices for internal and external accounting policies and procedures as well as identify and rectify internal control issues
- Prepare reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations
- Coordinate annual budgeting process, including maintenance of company budget, and transfer of final budget information into financial statements.
- Interface with company tax accountant
- Assure completion of necessary tax forms, remits appropriate taxes, assures filing of related reports required by law, and arrange for audit of company's accounts
- Establish and document departmental employees' measurable performance criteria
- Develop and implement annual staff training plan
- Manage department budget

Regular activities may include, but not be limited to:

- Meeting or otherwise communicating regularly with Chief Finance Officer
- Meeting regularly with supervisory staff
- Proposing finance related policy in consultation with other managers
- Proposing and managing operational components of the finance budget
- Conducting and/or participating in interviewing and hiring decisions
- Conducting Finance employee performance evaluations
- Identifying training and other employee performance and compliance enhancing needs and opportunities
- Coordinating and directing departmental work and maintaining quality control procedures
- Implementing department and departmental employee related safety requirements and program(s)
- Suggesting process improvements to higher level management
- Developing and maintaining files and archives
- Other activities as assigned
- Travel required to assist Oakland, CA and San Jose, CA facilities.

Required skills and qualifications:

- Four year degree in Accounting or Finance
- Minimum of 6 - 8 years experience in related position
- Demonstrated experience managing budgets
- Experience and comfortable with managing/mentoring team members
- Strong understanding of GAAP principles, accounting concepts, legal and tax requirements and best practices
- 5+ years experience in the areas of Cost, Management or Financial Accounting, Proficiency with commonly used accounting and MS office suite software programs
- Strong organizational ability
- Ability to work in a team environment
- Ability to interact with diverse people
- Good general oral and written communication skills
- Ability to communicate specifically with employees, customers, vendors, and management
- Extensive experience with financial oversight management
- Demonstrated ability to identify and resolve complex problems and provide cost-effective solutions
- Highly self- motivated with ability to complete tasks with limited supervision.
- Ability to work in fast paced environment with demonstrated ability to juggle and prioritize multiple tasks and meet deadlines.
- Proficient PC, data entry, intermediate Microsoft Office skills

Desired skills and qualifications:

- Proficiency with mid-tier accounting software, especially QuickBooks, and database management systems.
- CPA, CMA or CFM designation a plus

Local candidates only - no relocation package available. The candidate must be eligible to work in the US without sponsorship.

CWS will not sponsor an employment visa (e.g. H1-B, etc.) for this position.