

# ACA WORLD SERVICE ORGANIZATION, INC.

## Job Posting

### Controller

<b>Job Title: Controller</b>	<b>FLSA Status: Exempt</b>
<b>Department: Accounting</b>	<b>Date: March 01, 2023</b>
<b>Location: Signal Hill, CA</b>	<b>Salary Range: \$138,750 – \$150,470</b>

### Job Scope and Dimensions

#### Job Summary:

Support the General Manager, Board Treasurer and accounting staff in carrying out the responsibilities of the Finance / Accounting Department, including:

- Provide assistance to the General Manager, Treasurer, CPAs and, as needed, Executive Board in the preparation of timely and accurate financial statements and other statistical reports.
- Research and in the future prepare local, state, and federal compliance filings; sales tax requirements; and other financial registrations as needed.
- Monitor and balance general ledger accounts to detailed activity..

#### Receives Direction From:

- Team Leader/General Manager

#### Receives Requests From:

- Board Members as appropriate

#### Provides Direction To:

- Accounting vendors
- Bookkeeper
- Other staff as needed

#### Examples of Essential Duties and Responsibilities:

- Safeguard assets and ensure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments.
- Manage all aspects of accounting; billing, financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax

compliance, inventory accounting including purchase orders, cost accounting, revenue recognition, and various special analyses.

- Maintain documented system of accounting and operations policies.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll, perpetual inventory integrity, fixed asset records, general & entity accounting, cost accounting, tax compliance, Human Resources, and Operations.
- Develop, improve and issue timely monthly financial records for the Treasurer and Board of Trustees.
- Participate in planning and committee meetings as requested to assist with the development of and support the company's strategic plans.
- Assure financial plans are consistent with organizational goals.
- Provide financial analysis tools to evaluate organizational ventures or special projects, programs, capital expenditures, products costing, etc. when necessary.
- Work closely with the board in the development and economic evaluation of various fringe benefit programs for staff and program components.
- Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), and vendor companies.
- Keep an organized filing system of all accounts, inventories, statements, transactions, payments, and debts.
- Monitor cash and funding balances.
- Prepare and organize monthly financial statements for record and review.
- Prepare quarterly/annual financial reports.
- Manage the quarterly/annual budgets and forecasts.
- Advise on financial analyses and decision-making regarding capital investments, pricing, contract negotiations, significant costs, benchmarks, and other matters with the General Manager, Chief Financial Officer (Board Treasurer) and the Board of Trustees.
- Organize information and statements for external auditors.
- Provide a visionary and leadership implementation role on behalf of Finance and Human Resources, creating a well-respected organizational model.
- Report to the Board of Directors when necessary, in writing and verbally.
- Other duties as necessary.

## **Qualifications Guidelines**

### **Experience/Training/Education**

- Bachelor's degree in accounting or business from a credible college or university preferred.
- Ideal candidate has minimum of 10 years of experience in the field.
- Certified Public Accountant (CPA).
- Previous experience as a Controller or accounting manager.
- May consider an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.
- Experience in Inventory management is a plus.

### **Proficient Knowledge of:**

- Computer operation with excellent computer skills; experience in QuickBooks accounting software required
- Microsoft Office Suite including pivot tables in Excel and specialized formatting in Word
- Fishbowl Inventory Management, Shopify Sales Platform, and Amazon FBA heavily preferred
- Use of Zoom and Slack collaboration tools preferred
- Generally Accepted Accounting Principles
- Human Resource Management including but not limited to supervision, performance evaluation, disciplinary actions, record keeping, time keeping and payroll functions

### **Skills/Abilities:**

- Must be able to work independently as well as work and interact with departments and committees throughout the organization.
- Must be detail oriented and organized.
- Must be able to work on many different projects at one time.
- Must be highly skilled in dealing with financial and numeric data.

- Must have very good verbal skills.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- Technical aptitude for learning new software programs preferred.
- Able to work well with the Board of Directors and management team, as well as mentor/lead other team members.
- Language and Mathematical Skills
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to respond effectively to the most sensitive inquiries and complaints. Effective presentation skills on controversial or complex topics to members, groups and/or board of directors.
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations.
- Analytical ability to develop and implement improvements or recommendations
- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, inventory, statistical analysis and probability statements. Controller must use the utmost discretion in all presentations/correspondence and communication for staff and the Board of Directors.
- Work closely with the board in the development and economic evaluation of various fringe benefit programs for staff and program components.
- Keep an organized filing system of all accounts, inventories, statements, transactions, payments, and debts.
- Manage the quarterly/annual budgets and forecasts.
- Work with the General Manager and other Executive Management to set the organization's goals and ensure they are being met.

## Physical Requirements/Working Conditions:

This is an exempt classification for doing primarily sedentary office work. This position spends an extensive amount of time doing computer-related tasks, filing, and phone work.

<b>KEY</b>	
0%	N = NEVER
1% - 33%	O = OCCASIONALLY
34% - 66%	F = FREQUENTLY
67% +	C = CONSTANT

- |                           |                     |
|---------------------------|---------------------|
| 28. Depth perception      | [ ] [ ] [ ] [ ] [ ] |
| 29. Color vision:         |                     |
| Distinguish basic shades  | [ ] [ ] [ ] [ ] [ ] |
| Distinguish basic colors  | [ ] [ ] [ ] [ ] [ ] |
| 30. Operate motor vehicle | [ ] [ ] [ ] [ ] [ ] |

<b>Physical Activity</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
1. Standing	[ ]	[ ]	[x]	[ ]
2. Walking	[ ]	[ ]	[ ]	[ ]
3. Sitting	[ ]	[ ]	[x]	[ ]
4. Lifting: Heavy - Max. 100 lbs.	[ ]	[ ]	[ ]	[ ]
5. Lifting: Light/Heavy-Max. 75 lbs.	[ ]	[ ]	[ ]	[ ]
6. Lifting: Medium - Max. 50 lbs.	[ ]	[ ]	[ ]	[ ]
7. Lifting: Light - Max. 20 lbs.	[ ]	[x]	[ ]	[ ]
8. Carrying Est. Wt. _____	[ ]	[ ]	[ ]	[ ]
9. Pushing Est. Wt. _____	[ ]	[ ]	[ ]	[ ]
10. Pulling Est. Wt. _____	[ ]	[ ]	[ ]	[ ]
11. Climbing stairs	[ ]	[ ]	[ ]	[ ]
12. Climbing ladders	[ ]	[ ]	[ ]	[ ]
13. Balancing	[ ]	[ ]	[ ]	[ ]
14. Stooping	[ ]	[x]	[ ]	[ ]
15. Kneeling	[ ]	[ ]	[ ]	[ ]
16. Repeated bending	[ ]	[ ]	[ ]	[ ]
17. Crawling	[ ]	[ ]	[ ]	[ ]
18. Reaching overhead	[ ]	[ ]	[ ]	[ ]
19. Finger movement-repetitive	[ ]	[ ]	[ ]	[x]
20. Grasping	[ ]	[ ]	[ ]	[ ]
21. Repetitive twisting or pressure involving wrists or hands	[ ]	[ ]	[ ]	[ ]
22. Both hands required	[ ]	[ ]	[x]	[ ]
23. Both legs required	[ ]	[ ]	[ ]	[ ]
24. Ability for rapid mental/muscular coordination	[ ]	[ ]	[x]	[ ]
25. Oral communication, speak clearly	[ ]	[ ]	[x]	[ ]
26. Hearing	[ ]	[ ]	[x]	[ ]
27. Specific visual requirements	[ ]	[ ]	[ ]	[ ]

<b>Environment</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
1. Outside	[ ]	[ ]	[ ]	[ ]
2. Outside and inside	[ ]	[ ]	[ ]	[ ]
3. Heat over 100 degrees F	[ ]	[ ]	[ ]	[ ]
4. Heat over 95 degrees F	[ ]	[ ]	[ ]	[ ]
5. Cold below 55 F	[ ]	[ ]	[ ]	[ ]
6. Heights > 10 feet	[ ]	[ ]	[ ]	[ ]
7. Noise above 95 dbA (loud)	[ ]	[ ]	[ ]	[ ]
8. Noise above 85 dbA (moderate)	[ ]	[ ]	[ ]	[ ]
9. Organic solvents	[ ]	[ ]	[ ]	[ ]
10. Dusty conditions	[ ]	[ ]	[ ]	[ ]
11. Strong acids/caustic	[ ]	[ ]	[ ]	[ ]
12. Chemicals: Type _____	[ ]	[ ]	[ ]	[ ]
13. Grease/Oils: Type _____	[ ]	[ ]	[ ]	[ ]
14. Working with machinery	[ ]	[ ]	[ ]	[ ]
15. Working with moving vehicles	[ ]	[ ]	[ ]	[ ]
16. Working with ladders/scaffolding	[ ]	[ ]	[ ]	[ ]
17. Working alone (out of sight)	[ ]	[ ]	[ ]	[ ]
18. Work more than 40 hours weekly	[ ]	[ ]	[x]	[ ]
19. Work more than 8 hours daily	[ ]	[ ]	[x]	[ ]

<b>PROTECTIVE EQUIPMENT REQUIRED</b>		<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
1. Respirator	Type _____	[ ]	[ ]	[ ]	[ ]
2. Eye protection	Type _____	[ ]	[ ]	[ ]	[ ]
3. Hearing protection	Type _____	[ ]	[ ]	[ ]	[ ]
4. Gloves	Type _____	[ ]	[ ]	[ ]	[ ]
5. Boots	Type _____	[ ]	[ ]	[ ]	[ ]
6. Body protection	Type _____	[ ]	[ ]	[ ]	[ ]
7. Other _____		[ ]	[ ]	[ ]	[ ]

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_