



## Controller Job Description

<b>Title:</b>	Controller
<b>Reports to:</b>	Chief Operating Officer
<b>Supervises:</b>	Sr Accountant, AR Clerk, Sales Tax Specialist/Accounts Payable, Purchasing Agent
<b>Works closely with:</b>	Leadership Team, Warehouse Team Lead, Customer Relations Team Lead, Returns Specialist
<b>General Description:</b>	The Controller is accountable for the administrative, financial and risk management operations of the company. The Controller will help develop financial and operational strategy for the company. The Controller will produce financial statements, budgets, KPI reports, and other business and sales reports with accuracy. The Controller is a key member of the Leadership Team of the organization and will supervise the Finance Team.

## Responsibilities:

### Finance

1. Plans, assigns tasks, implements, monitors, and continuously improves:
  - a. All operational accounting, data analysis, and internal control functions and systems.
  - b. The accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results.
  - c. The strategic directions, goals, and objectives of the Finance Team; prioritizes projects and tasks; sets deadlines and measurable metrics; produces measurable results.
  - d. The preparation of internal and external financial statements, including reports which summarize, analyze, forecast, and report variances of the company's business activities and financial positions in the areas of income, expenses, investments, and earnings based on past, present, and expected operations.
  - e. The preparation of company budgets, reviewing budget proposals, and preparing necessary supporting documentation and justification for budget approval.
2. Establishes or recommends major corporate economic strategies, objectives, and financial policies.
3. Recommends modifications to existing corporate programs and processes to meet the company mission and objectives.
4. Monitors debt levels and compliance with debt covenants.
5. Evaluates the effectiveness of accounting software and the supporting databases. Recommends improvements and upgrades as necessary.
6. Oversees regulatory reporting, including tax planning and ensuring compliance with all federal, state, and local corporate, payroll, and other applicable taxes.
7. Provides Leadership Team with timely reviews of the organization's financial status and progress regarding its various programs and activities.
8. Establishes professional working relationships to accomplish reporting requirements and adheres to all Generally Accepted Accounting Principles (GAAP) and applicable laws.
9. Coordinates the provision of information to and the activities of external auditors for the annual financial review.

10. Establishes relations with banks and other financial institutions to ensure financial integrity and solvency.
11. Understands investment needs and requirements and helps turn those goals into concrete engagements and detailed proposals.
12. Creates work plans, pricing estimates, and risk assessments for prospects.

#### Purchasing and Inventory

1. Become knowledgeable of Inquisicorp's product and service offerings.
2. Maintain knowledge of products and services as offerings change, update, and new product is released.
3. Plans, assigns tasks, implements, monitors, and continuously improves:
  - a. The pricing, inventory management and purchasing strategies of the organization.
  - b. The system for product changes, discontinued items, replacement items, and new items, including updating kit and bundle items within systems.
4. Monitor forecasting reports and plan for budgeted increases or decreases of stock levels. Adjust based on business performance against budget for each stock item.

#### Leadership

1. Participates as a member of the Management Team in setting annual goals and objectives for the company; assists in identifying, developing, and implementing new policies and procedures as needed; develops and implements strategic direction.
2. Embraces company's mission, vision, and core values as a servant leader in the organization.

#### Job Specific Requirements:

1. Bachelor's degree in finance or accounting, Certified Public Accountant (CPA) preferred.
2. 10 Years of experience demonstrating progressive roles and responsibilities.
3. 5 Years supervisory experience.
4. Expertise in finance, accounting, budgeting, and cost control principles including GAAP.
5. Expertise in data analysis, and financial and company reporting.
6. Expertise in budgeting and forecasting
7. Experience in purchasing, inventory control, and pricing.
8. Good written and oral communication and interpersonal skills.
9. Detail Oriented.
10. Proficient in MS Office suite of products.
11. Proficient with ERP/Accounting software, Acumatica preferred.
12. Work to constantly expand abilities by gaining further training in areas of weakness.

#### Physical Demands

1. Standing, walking, and sitting for long periods of time
2. Typing on QWERTY style keyboard
3. Viewing of lighted computer monitor
4. Speaking and Hearing
5. Using hands to perform tasks.
6. Working in typical office work environment.
7. There is an option to work from home occasionally; however, the ability to work from the office location in Littleton, CO is required.

#### Benefits Offered

- PTO

- Anniversary Time Off
- Health insurance
- Dental insurance
- Vision insurance
- Identity theft
- Life/LTD/STD insurance
- 401(k) plan
- Tuition Assistance
- Product Discount

Please send your resume to [apply@inquisicorp.com](mailto:apply@inquisicorp.com).