



# JONES SIMKINS

Certified Public Accountants

## **Job Description: Controller**

Job Type: Full-time, Benefitted

Pay: \$120,000 - \$140,000 annually depending on experience

Benefits: Medical, Dental, Life, Short-Term and Long-Term Disability insurance plans. Paid time off and paid holidays. 401K Profit Sharing Plan, HSA employer contributions.

Location: Logan, Utah

Revised: November 15, 2022

Jones Simkins LLC is recruiting for an experienced Controller to work for one of our corporate clients in the Logan, Utah area.

### **Basic Function:**

The Controller will plan and direct the accounting operations of the company. The Controller will be expected to guide financial decisions by establishing, monitoring, and enforcing policies and procedures. The Controller will prepare financial statements, supervise office staff, help establish and monitor internal controls, and assist in preparing reports.

### **Supervisory Responsibilities:**

- Oversees the operations of the Accounting Department, which include accounts payable, accounts receivable, bank reconciliations, and payroll.
- Oversees training programs and identifies training needs.

### **Duties/Responsibilities:**

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Protect assets by monitoring and enforcing internal controls.
- Monitor and report financial condition by conducting audits and providing information to CFO and external auditors as requested.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or international financial reporting standards.
- Recommends benchmarks that will be used to measure the company's performance.
- Provides financial analysis, with emphasis on pricing decisions, and contract negotiations.
- Works with external auditors and provides needed information for the annual audit.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

*Jones Simkins is an equal opportunity/affirmative action employer. Employment selection and related decisions are made without regard to age, race, color, sex, sexual orientation, national origin, religion, genetic information, disability, protected veteran status or other protected classifications.*



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**Education and Experience:**

- Bachelor's degree in Accounting or Business Administration required.
- Ten (10) years or more of related experience required.
- Certified Public Accountant designation required.

**Required Skills/Abilities:**

- Senior level accounting
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient in accounting and tax preparation software.
- Proficient in Microsoft Office Suite or similar software.
- Experience with contracts and percentage completion accounting.

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