

## **Techshot, Inc.**

### **Position Description**

**Job Title:** Controller  
**Department:** Accounting Department  
**Reports To:** Chief Financial Officer  
**FLSA Status:**  
**Prepared By:** Juanita R. Melton  
**Prepared Date:** February 16, 2017  
**Approved By:** *John C. Vellinger, President & CEO*  
**Approved Date:**

#### **SUMMARY**

The Controller is responsible for managing and controlling the accounting department and related functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Deltek CostPoint is the accounting program used by Techshot. Preferential consideration will be given to candidates experienced in its use.

#### ❖ **FINANCIAL REPORTING**

- Prepares 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
- Prepare and submit financial reports required by regulatory agencies and financial institutions on monthly basis
- Provide management with timely reviews of organization's financial status and progress in its various programs and activities
- Prepare and submit monthly project cost reports and analysis to appropriate project manager

#### ❖ **CASH FLOW MANAGEMENT**

- Compile and submit corporate financial budgets and estimates during the fourth quarter of each year so that an approved budget is in place by 1/1/xx
- Plan, manage and control corporate cash flow and submit monthly reports to the chief financial officer. Actively seek ways to minimize interest cost. Also, advise of all new financing requirements at least three months in advance.

#### ❖ **CONTRACT ADMINISTRATION**

- Direct preparation of budgets or change orders, review budget proposals, and prepare or gather the necessary supporting documentation and justification
- Assist in contract negotiations and monitor contract modifications and change orders
- Generate and submit contract financial reports to the customer
- Facilitate the closing process for contracts
- Maintain working relationship with project managers and customers. Respond to special requests by project manager or customer related to the contract issues.
- Compile project-level financial budgets and estimates for each new project and for each change associated with all existing projects

#### ❖ **AUDITS**

- Complete all financial reports necessary to support audits of existing contracts and corporate financials

- Prepare for and serve as the Techshot point of contact for all financial audits that are conducted on site at Techshot
- Arranges activities for audits of company's accounts
- ❖ **GENERAL ACCOUNTING**
  - Enter financial loan information
  - Complete and submit all project invoices and billings within ten business days of the close of the accounting period
  - Ensure prompt payment of invoices
  - Reconcile all Techshot bank accounts monthly
  - Generate and input standard adjusting journal entries monthly that relate to month end closing and bank reconciliation
  - Post Accounts Receivable, General Ledger, Voucher Distribution and Cash Distribution
  - Conduct monthly project closing process including computing costs and generating reports
  - Overall responsibility for capital asset management and internal audits
  - Maintain General Ledger and contract ledgers
- ❖ **GENERAL**
  - Establish, or recommend to management, major corporate policies for company related accounting functions
  - Advises management on desirable operational adjustments due to tax code revisions
  - Recommend modification to existing corporate programs
  - Conduct departmental meetings to stay in touch with current issues
  - Recommend new accounting policies and procedures, and implement them once the Chief Financial Officer has reviewed and approved them

**SUPERVISORY RESPONSIBILITIES** None

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Master's degree (M.A. or M.S.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** - None.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be able to stand and/or walk under 1/3 of work time.

Be able to sit over 2/3's of work time.

Be able to use hand to finger, handle or feel under 2/3's of work time.

Be able to reach with hands and arms 1/3 to 2/3's of work time.

Be able to stoop, kneel, crouch, or crawl under 1/3 of work time.

Be able to talk or hear over 2/3's of work time.

Be able to lift up to ten (10) pounds under 1/3 of work time.

Have close vision (clear vision at 20 inches or less).

Be able to use computer for spreadsheets, word processing, and accounting.

Be able to use the telephone.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be able to work in an environment of moderate noise (examples: business office with computers and printers, light traffic).

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