

## POSITION DESCRIPTION

The Controller is responsible for all routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports (including a detailed monthly financial reporting package), and tracking monthly, quarterly, and annual performance against the company's budget. The Controller has three direct reports: two accountants responsible for daily invoice reconciliation, AR, and AP, and an HR Generalist. The Controller is also a member of the company's leadership team and has cross-functional demands with other departments. These duties also include supporting the company's policies, goals, and objectives. The Controller will help design, implement, and track various key performance indicators for the company, as well as perform various analysis to improve efficiency and effectiveness throughout the organization, such as freight reduction, inventory optimization, and sales tracking.

## KEY OUTCOMES

- Timely month-end close within 8 days, and develop processes to drive this to 6 days with no material post-close account adjustments.
- Regularly produce, disseminate, and communicate significance of KPIs.
- Monitor and recommend ways to improve cash flow and annual audit process.
- Maintain SG&A expenses in line with budget and adapt to sales results to achieve EBITDA goal.

## JOB RESPONSIBILITIES

- Directs the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports.
- Compares sales and profit projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets. Monitors organization's compliance with generally accepted accounting principles and company procedures.
- Works with the CEO and the leadership team to establish priorities in funds and to finalize budget for the next business year.
- Presents, analyzes, and synthesizes complex numerical data effectively and accurately. Collects and researches data to design workflows and procedures.
- Communicates with Purchasing, Receiving, and Vendors to ensure accuracy of order reconciliation and inventory counts.
- Oversees and reconciles financial statements and investigates irregularities and inconsistencies with financial accounts. Oversees monthly sales and use tax filings for all locations.
- Manages annual audits and runs point on external audits brought to the organization.
- All other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree in accounting from a four-year college or university; CPA
- Experience working as a Controller, preferably in a growth-driven and production-oriented culture, reporting to senior management or ownership.
- Experience involving inventory and bill-of-materials accounting is preferred
- Strong experience with short- and long-range budget processes and budget development, rolling budgets, and forecasting is necessary.
- Tact and diplomacy are required to maintain the utmost confidentiality of information.
- Knowledge of the EOS/Traction system is ideal.
- Experience in the lighting, electronics, building materials, or construction field is a plus.
- Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.

## SALARY

Commensurate with experience.

## BENEFITS

Excellent benefits include medical, dental, vision, HSA with company match, 401(k) with up to 4% company match, paid holidays, paid time off (PTO), life insurance, and annual bonus based on individual and organization performance.

## COMPANY

Nova Flex LED is a rapidly growing manufacturer of feature rich and specialty LED lighting and controls. The Company strives to be the lighting service leader focused on the commercial & specification and national account distribution markets. To support its continued sales growth, Nova Flex is seeking an experienced applications and technology professional to ensure its systems scale.

The people at Nova Flex embody the following core values:

- Treat everyone with respect
- Step up for the greater good
- Easy to work with
- Get shit done
- Do what it takes
- Embrace change

Nova Flex operates Traction to instill focus, discipline, and accountability throughout the organization so that everyone can execute at a high level. And Nova Flex works hard to maintain a progressive, fun culture that embraces professional development and personal growth.

**DIVERSITY STATEMENT:** Nova Flex LED provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.