

POSITION DESCRIPTION

POSITION TITLE: Controller/Administration Mgr.
DATE: January 21, 2000
SUPERVISOR: General Manager
POSITION OBJECTIVE: Coordinate and administer company accounting, financial, and information systems and activities.

RESPONSIBILITIES:

TASKS AND DUTIES:

A. ACCOUNTING OPERATIONS Oversee the operations and performance of Staff Accountant, Payroll Clerk, Administrative Assistant, and Secretary/Receptionist to ensure that work is completed timely and accurately.

Monitor status of accounts receivable and take corrective action as necessary.

Monitor accounts payable and take corrective action as necessary.

Monitor payroll activities and take corrective action as necessary.

Monitor job costing and project close out procedures to ensure accurate costing and timely closeout and commission payment.

Maintain general ledger and prepare financial reports on a timely basis.

Maintain schedule of fixed assets and updated depreciation schedules.

B. FINANCIAL OPERATIONS Formulate and administer cash management policies and procedures.

Maintain banking relationships, including depository and credit relationships.

Prepare projections and budgets and monitor variances from actual performance. Bring items of concern to supervisor and

take corrective action as necessary.

Assist in developing and monitoring appropriate inventory levels.

Develop and maintain relationship with external CPA firm.

Ensure timely filing and payment of all required taxes.

Review and approve income tax reports.

C. ADMINISTRATION

Prepare and maintain all corporate records to ensure proper registration and operation as a legal entity in all areas where work is performed.

Maintain office equipment and maintenance contracts to ensure adequacy and functionality.

Maintain computer hardware, software, and data to meet the needs of all departments and optimize efficiency.

Maintain and oversee the records retention policy.

Maintain and administer the internal controls of the company in a manner that minimizes duplication while promoting checks and balances to ensure completion of essential tasks in an efficient manner.

Maintain and oversee the contract administration policy.

Oversee the risk management policies and procedures and identify key exposures to the company. Negotiate and procure property and casualty insurance. Maintain disaster recovery plan.

Oversee the administration of the employee benefits plan, including health, dental, and life insurances; 401k plan; vacation/holiday/sick pay schedules.

Maintain the corporate policy and procedures manual.

Perform all necessary functions of related parties.

D. OTHER

Other duties as assigned by supervisor.

Always providing proper and advance notice of absence.

This position description has been reviewed and approved by the following:

Supervisor: _____ Date: _____

Personnel Manager: _____ Date: _____

General Manager: _____ Date: _____

