

6/6/19

AndyMark, Inc.

Position: Controller

Reports to: President

Supervisory Responsibility: Supervises Accounts Receivable Dept. and Human Resources

Job Summary and Key Objectives: This position is responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls, and reporting systems. The employee will ensure legal and regulatory compliance for all accounting and financial reporting functions. He / She also oversees cost and general accounting, accounts receiving/collection, payroll and risk management.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Oversees all accounting data within the company and is responsible for its accuracy and legality
- Generates needed financial reports and facilitates the communication of same within the company as requested
- Serves as the contact with outside accounting and insurance firms to ensure compliance with all state and federal laws and to safeguard all company interests
- Manages accounts payable by utilizing Quickbooks and Fishbowl software
- Manages all deposits collected in company account upon receipt, reconciling all accounts monthly
- Prepares and monitors budget reports
- Processes bi-weekly payroll, including payment of any taxes due in a timely manner, also filing all quarterly payroll taxes within legal deadlines
- Assists IT in management and training of staff on the QuickBooks Enterprise software
- Maintains any vendor files, especially as necessary for taxes and insurance
- Tracking and reconciling of gift certificates
- Prepares monthly consignment sales reports for suppliers, as needed
- Accounting for shipping and inventory
- Manages employee payments to carriers as required for employee benefits

Preferred Qualifications and Education:

- Preferred MBA or Bachelor's degree in accounting or related field or five years' experience in accounting
- Experience with QuickBooks accounting, FishBowl inventory software

Controller

6/6/19

- Competent in Microsoft Office 2007, Google Docs
- Experienced in accounting staff management
- Experience in accounting within a manufacturing business
- Individual who's detail orientated, analytic, precise, and very organized

Work Environment: This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities and tasks.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands and fingers, handle or feel; and reach with hands and arms.

Travel: The employee may be asked to travel to local or out of state robotics competitions or events.

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.