



## **JOB DESCRIPTION**

### **POSITION SUMMARY:**

Oversight of the Finance Department providing financial statements in a timely manner, maintain general ledgers, according to generally-accepted accounting principles for SGI, produce all financial compilation, financial review, financial audit and federal and state income tax returns as required. Responsible for oversight of the payroll functions, which include bi-weekly payroll, weekly certified payroll, 401(k) deferrals and matching funds. Supervise Accounting staff as a mentor and trainer.

### **EXPERIENCE & TRAINING:**

The Controller will have a Bachelor's degree in Accounting or Finance. Also, the Controller must have at least 5 years of hands-on accounting/finance managerial experience which includes financial compilation and review, Accounts Payable, Receivable and Payroll.

### **ESSENTIAL JOB FUNCTIONS:**

The duties listed below are examples of the work typically performed by an employee in this position:

#### **A. Performs job functions timely and efficiently.**

- Maintain general ledgers, according to generally-accepted accounting principles for SGI and prepare internal financial statement in a timely manner.
- Maintain and develop financial statement formats for FRx financial reporting software. Develop BOSS reports to aid Operations and senior management in monitoring revenues and costs. Be back-up BOSS administrator.
- Produce all reports for financial compilation, financial review, financial audit and federal and state income tax returns in a timely manner as required.
- Oversee payroll functions to ensure compliance with federal and state laws and regulations, including 401(k) deferrals and matching. Prepare payroll entries for general ledger and review underlying transactions for accuracy. Direct cash management functions, including vendor payments and customer collections. Review vendor invoices prior to payment.
- Prepare budgets, forecasts and cash flow projections as required by owners and lenders. Perform risk management functions including timely review of insurance policies, asset tracking and maintenance of corporate records. Conduct financial analysis as requested by owners, senior managers and account managers. Interpret and explain financial results for the benefit of lenders, insurers, owners and management.
- Direct, train, mentor and supervise Accounting Manager and the Accounts Receivable Manager in the performance of their duties.

**Stay Green Inc.**

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**B. The customer service standards of the organization are reflected in daily work habits.**

- Complaints are researched and responded to within 48 hours unless possible to complete same day.
- Requests from other departments are responded to in a friendly and positive manner within 48 hours unless possible to complete same day.
- All co-workers and customers are treated courteously.

**C. Demonstrates behaviors which are consistent with the Code of Conduct and aligned with the organization's mission, vision and shared values.**

- Reports promptly any suspected or potential violations to laws, regulations, procedures, policies and practices, and cooperates in investigations.
- Conducts all transactions in compliance with all company policies, procedures, standards and practices.

**D. Ensures that appearance and personal conduct are professional at all times.**

- Excellent attendance record and follows sick and vacation procedures.
- Ensures personal hygiene, office and other work areas in good order.
- Works at maintaining a good rapport and a cooperative working relationship with customers and staff.
- Represents the organization in a positive and professional manner at all times.
- Maintains organizational and employee confidentiality at all times.

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