



Controller

Controller must be able to evaluate needs for procurement of funds, develop and maintain banking relationships, and develop internal control policies, guidelines, and procedures. Must be able to receive, record, and authorize disbursements, coordinate financial planning, budgeting, and procurement for the entire company. Conduct and coordinate audits, advise management of financial objectives, policies, and actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Delegate authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- Monitor financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.
- Develop internal control policies, guidelines, and procedures for activities, such as budget administration, cash and credit management, and accounting.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of an organization.
- Receive cash and checks and make deposits.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies.
- Monitor and evaluate the performance of accounting and other financial staff, recommending and implementing personnel actions, such as promotions and dismissals.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Lead staff training and development in budgeting and financial management areas.
- Prepare and file annual tax returns or prepare financial information so that outside accountants can complete tax returns.
- Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Perform tax planning work.
- Compute, withhold, and account for all payroll deductions.
- Other duties as required.

BASIC QUALIFICATIONS, EXPERIENCE, SKILLS AND EDUCATION REQUIRED

- Bachelor's degree in Finance or Accounting
- 5-10 years of experience, preferably in a manufacturing environment
- Skills required include complex problem solving, critical thinking, reading comprehension, management of financial resources, systems evaluation, and writing for small to medium sized businesses

EMPLOYMENT CATEGORY

- Regular full-time

LOCATION OF EMPLOYMENT

- Albuquerque, NM

Send CV via email to careers@3DGSinc.com