



CONTROLLER

Position Purpose

Responsible for the accurate and timely preparation of the financial statements and the direct supervision of all accounting functions.

Essential Duties

- Responsible for supplying management all financial information necessary for making policy decisions.
- Responsible for monthly financial statement preparation.
- Performs all inter company eliminations and prepares the consolidated financial statements.
- Maintain financial statement report writer for all company financial reports.
- Prepares monthly sales analysis reports and analyzes margins.
- Responsible for accuracy of standard cost structure.
- Review manufacturing variances and investigate differences.
- Manage all audits (annual audit with independent CPA firm, bank collateral exams, insurance reviews, and any audits from taxing authorities).
- Review internal controls and make sure appropriate segregation of duties is implemented in all departments.
- Prepare annual audit work papers and analyze all general ledger accounts.
- Responsible for accuracy of daily banking reports.
- Signs AP checks and does final review for accuracy of payments.
- Manage wire transfers and cash flow availability.
- Responsible for the daily operation of the Accounting Department and staff.
- Directs the efforts, quality and timeliness of the general ledger, accounts payable, cost accounting and audits.
- Supervises directly or indirectly all accounting functions: budgeting, cost accounting, general accounting, accounts payable and balancing payroll to general ledger.
- Manage inventory control and the cycle count program.
- Works with all departments as information flows from all Oracle modules into the general ledger.
- Works with appropriate governmental agencies for any filing or registrations necessary for all legal entities owned by the company.
- Responsible for the accounting of the China and Taiwan operations.

Requirements/Qualifications:

- Consistent and regular attendance is required. Person in this position must be able to work a minimum of 40 hours per week.
- Must have a 4 year Accounting Degree
- Must be a CPA.
- 2 years manufacturing industry experience preferred.
- Strong computer experience with the ability to become knowledgeable with Oracle.
- Must have advanced Excel skills.
- Must have proven strong analytical skills.
- Must have the physical ability to understand and communicate effectively in person and via telephone, email and fax methods.
- Must be able and willing to interact with employees in a factory environment, where there is high speed machinery, chemicals, forklifts and other manufacturing equipment.



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Requirements/Qualifications (cont'd):

- Must be able to sit at a PC and phone for the majority of their scheduled work day.
- Requires some travel.

Working Conditions

Majority of workday is spent in an office environment, however, does make frequent trips to the plant area where there is machinery noise and moves around in areas where there is oily machinery and chemicals.

We also offer the opportunity to participate in an excellent benefit package, which includes, medical, dental, life insurance, long term disability, profit sharing and a 401K plan with a match. Our wages are very competitive in the Denver, Colorado job market.

Drug Screen and Background Check will be required!