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## CONTROLLER JOB DESCRIPTION

**TITLE:** Controller

**DEPARTMENT:** Accounting

**REPORTS TO:** President of Winery and Vineyard Companies

**FLSA STATUS:** Exempt

**SUMMARY:** Responsible for the development and maintenance of financial plans, programs and policies of the companies. Directs the financial planning and reporting, general and cost accounting, audit, budgetary, tax and treasury activities. Provides overall direction of the company I. T. function. Accountable for the financial controls and lending relationships, credit, working capital, tax and profit planning. Assists as needed in the monitoring of insurances. Responsible for the development of strategic planning documents, administrative policy, budgeting and financial staffing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Planning, directing and coordinating all accounting and I. T. operational functions
- Managing the accumulation and consolidation of all financial data necessary for accurate accounting of consolidated business results.
- Coordinating and preparing internal financial statements, communicates actual performance versus budget. Assists as needed with the preparation of external financial statements and taxes of the companies.
- Prepares and manages tax information of company and shareholders.
- Coordinating all audit and inventory control activities
- Providing management with information vital to the decision-making process
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes.
- Evaluating accounting and internal control systems AMS, QuickBooks
- Overseeing regulatory reporting



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- Oversees insurance and risk management
  - Tracks cash flow and provides a treasury management function.
  - Assists in the establishment and maintenance of sound relationships with financial institutions.
  - Coordinates and manages annual and long term budget assembly and analysis.
  - Hiring, training, and retaining competent accounting staff

**EDUCATION:** This position requires a Bachelor's Degree in accounting or finance. A Master's (MBA) Degree in business administration or a professional accreditation such as CPA or CMA preferred.

**EXPERIENCE:** Minimum of ten years of increasingly responsible financial management experience. Through knowledge of company's financial policy and practices and state and federal tax and compliance laws is required. Previous experience in public accounting is highly valued, as is winery and vineyard farming knowledge.

**ATTENDANCE:** Regular and reliable attendance on the job is mandatory. Must be available to work some weekends and holidays.

**UNIFORM:** See Dress Code Policy