



2980 Scott Street
Vista, CA 92081
(760) 477-2248 Fax: (760) 477-2252

Job Description

Title: Controller

Department: Finance

Status: Full Time

Dept. #: 120

Classification: Salary/Exempt

Responsible for directing an organization's accounting functions. These functions include establishing and maintaining the organization's accounting and finance principles, practices, procedures, initiatives, and financial management. Prepares financial reports and presents findings and recommendations to top management. Requires a bachelor's degree and at least 8 years of direct experience in the field. Typically requires a CPA. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top financial officer, CEO, and chairman of the Audit Committee of Board of Directors.

Responsibilities/Duties

- Oversee all internal and external accounting matters, including ongoing financial reporting to Management Team and Board of Directors.
- Responsible for interpretation and analysis of the impact of GAAP accounting issues, including revenue recognition and stock option accounting.
- Oversee and develop Company's accounting and finance procedures.
- Direct all Financial functions including cash management, working capital management, and investor relations.
- Monitor and ensure compliance with all laws, regulatory requirements and generally accepted standards and best practices.
- Coordinate annual financial audits, quarterly tax returns and worker's comp.
- Manage timely closings of monthly financial periods.
- Closely monitor and manage cost accounting.
- Provide accurate and timely budgets, projections, and financial reports.
- Coordinate with Senior Officers on forecasting and budgeting.
- Monitor budgets with collaboration and participation of other department heads and officers.
- Proactively develop systems and implement plans for cost reductions and cash preservation activities.

Experience

- Must have 8-10 years of finance and accounting experience with a manufacturing and production company

- Must have BA/BS in a related discipline
- C.P.A., and MBA preferred
- Must be proficient in Excel, Word, PowerPoint, and Outlook
- Must have experience with automated financial reporting systems, preferably QAD MFG/Pro.
- Must have excellent interpersonal, managerial, analytical, and problem solving skills
- Must be able to interact well with staff at all levels
- Must have experience in successfully building and leading a finance department including, processes, defining roles and responsibilities, preferably for a biotech company
- Be a self starter with the ability to organize and manage multiple priorities, working hands-on with limited resources in a fast track environment.
- Must be self-confident and proactively assertive.
- Must have effective presentation skills to utilize with senior management, Board of Directors, and investors.

Benefits

- Medical
- Dental
- Vision
- Paid Vacation
- Paid Sick Time
- Paid Holidays
- Employee ISO Plan