

**Controller  
Job Description  
October 8, 2009**

The Controller is responsible for the budgeting, accounting, and reporting activities of the Neil Kelly Company. Work involves planning, assigning, and supervising the work of subordinate accounting and clerical employees. She/he communicates through written and/or verbal means information relating to financial operations of the company.

The Controller reports to the President and is a member of the management team. He/she provides the President and the management team with technical information relating to financial operations.

The Controller is responsible for working in compliance with Neil Kelly Company established standards for paperwork and processes, and customer, subcontractor, and vendor relationships. She/he is also responsible for compliance with city, state and federal laws governing financial, accounting, payroll, and related payroll tax activities.

**Primary Responsibilities**

The primary functions of this position include but are not limited to:

- 1) Manage and/or perform the preparation of daily, weekly, monthly and annual financial reports to the management team, other departments and individuals within Neil Kelly Company as needed. Includes, but is not limited to: monthly financial statements, projected billings reports, sales reports, lead reports, etc.
- 2) Managing the accounting and information technology (IT) departments, including the hiring, review of and discharge of accounting and IT personnel. Coordinating and overseeing their activities in the areas of payroll, accounts payable, accounts receivable, job costing, and information technology, among others.
- 3) Coordinating of the accounting departments activities with the other departments within the company including the office staff, production, and sales;
- 4) Participating on the management team, attending management team meetings, and providing input and advice from the financial perspective;
- 5) Participating in the analysis of prospective acquisitions and expansions of the company;
- 6) Participating in the goal setting for the accounting department regarding the various reports and financial data;
- 7) Managing the day-to-day cash position of the company.

- 8) Supervising the control, coding and recording of expenditures, including obtaining necessary approvals to disburse funds, matching invoices to purchase orders and contracts, and preparation of checks and warrants. This includes management of payables, receivables, and investments of the company, and the company loan program;
- 9) Managing the insurance portfolio of the company including the auto, umbrella liability, and health programs, and any other insurance programs initiated by the company;
- 10) Participating in the analysis of potential benefit packages for the company, and in selection of benefits;
- 11) Coordinating the annual audit;
- 12) Preparing reports for and attending Neil Kelly Company Board meetings;
- 13) Periodically reviewing significant overhead expense categories to insure appropriate controls and cost containment;
- 14) Initiating and proposing plans and procedures to better coordinate the systems of the company with the accounting department;
- 15) Coordinating the 401k plan with the provider;
- 16) Periodically updating, at least annually, of the Remodeling Division's commission policy.
- 17) Reporting to and consulting with the president of the company on all major decisions regarding any of the above;
- 18) Participating in training programs to provide financial information to all employees;
- 19) Any other duties as they may arise.

### **General Requirements**

This is an office position, which requires being seated in front of a desk most of the day. S/he will be expected to provide a valid driver's license, as well as his or her own transportation to and from the office and during the work day in order to perform the required duties of this position. The Controller will be required to use a computer and calculator, write, use a telephone and other office equipment. The Controller must have the ability to effectively communicate in written and spoken English, financial

information to colleagues and others outside the company as necessary. This person must have the ability to establish and maintain effective work relationships with employees and others.

The Controller is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.

The Controller is expected to attend all management team meetings, production team meetings as required by the controller's membership on specifically assigned teams, strategic planning meetings, weekly general staff meetings and other meetings as required from time to time.

The Controller is required to conduct periodic personnel evaluations, completing written documentation for his/her work team members. The Controller will be involved in the hiring of new accounting, payroll employees for her/his team.

The position requires a combination of education and/or experience, which provides a thorough knowledge of accounting and financial analysis. It is preferred that this person has and maintains a current CPA license and Notary Public Commission. The Controller must have a working knowledge of automated accounting systems and electronic spreadsheets; current literature, developments and trends in accounting; budgeting; and principles of effective supervision.

The Controller must have skill in devising, recommending, installing, and evaluating complex accounting systems, procedures, and internal controls; skill in analyzing and interpreting complex laws, regulations, and other legal documents in order to ensure the legality of financial transactions and accounting procedures; skill in analyzing and preparing complex financial statements and reports.