



Job Title:	Controller	Department:	Finance
Manager:	CEO	FLSA:	Salaried, Exempt

Summary:

The Controller will act as the head of the company’s Accounting/Finance Department. This individual will oversee the preparation of financial reports, such as balance sheets and income statements. The Controller will also be responsible for compliance audits, monitoring internal controls, participating in the budgeting process, and analyzing financial data.

Word Rock Drills Expectations of All Employees:

Is it expected that all Word Rock Drills employees:

Facilitate open communication with their fellow employees, clients, and community partners. Attend and participate in meetings, work groups, team meetings, committees, workshops, individual training, and training conferences and seminars when assigned.

Obtain a working knowledge of and comply with all company policies and procedures, including but not limited to, the Employee Handbook, Personnel Policies and Procedures and Standard Operating Procedures, service plans and any other related policy and procedures.

Report to work at scheduled times and maintain acceptable attendance records as outlined in the Employee Handbook.

Essential Duties and Responsibilities:

- Manage the company’s accounting functions, including project performance, account analysis and reconciliations.
- Function as an influential decision-maker and internal subject matter expert on the general ledger, accounting reports, and company financials.
- Partner with all Departments to plan, recommend, and implement the systems needed to align finance functions with organizational needs and company long-term strategic objectives.
- Function as an independent entity who in partnership with the Leadership Team reviews and evaluates compliance issues/concerns, ensuring that management and employees follow the rules and guidelines of regulatory requirements, and that organizational policies and procedures are being followed.
- Provide strategically oriented leadership and organizational development within the department to meet Word Rock Drills long-range objectives.
- Develop appropriate KPI’s and report monthly on any KPI variances.

Performs other duties as assigned and reasonably within the scope of duties enumerated above.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Not ALL QUALIFICATIONS are quantifiable, qualifications will be discussed and assessed during the scheduled interview and throughout the probationary period by management. The requirements listed below are representative of the knowledge, skill, and/or ability required:



- Bachelor’s Degree in Business, Accounting or related field required
- 10+ years of progressive accounting experience required (preference for related experience with oil and gas accounting)
- 5+ years’ experience as a senior-level Accounting or Finance Manager preferred
- 3 + years of management experience required
- Demonstrated successful experience working in a labor-intense operational model
- Excellent general business acumen
- Working knowledge of finance law and regulatory standards (GAAP)
- Strong understanding of economic and banking processes
- Strong working knowledge of detailed financial data analysis
- Proven payroll experience, with a focus on streamlining accounting processes
- Exemplary history of financial project management
- Working knowledge of federal, state, and local tax compliance regulations and reporting
- Proficiency in Microsoft Office systems
- Detail oriented & highly organized
- Exceptionally communication skills cross different channels
- Excellent time management skills
- Must be “hands-on” supporting staff as needed

Certificates, Licenses and Registrations:

- Professional accounting certification, including CPA, CMA, CGA, or CA, highly preferred

Employment Conditional upon the Results of the Following:

- Must be able to pass to preemployment drug testing and random drug testing throughout the employment period
- Must possess a clean MVR and maintain throughout employment

Reviewed By:			
Employee Signature:		Date:	
Print Employee Name:			
Manager Signature:		Date:	
Print Manager Name:			