

JOB DESCRIPTION

POSITION TITLE: Controller	DEPARTMENT: Accounting
EXEMPT/NON-EXEMPT: Exempt	PAY GRADE: \$150,000 - \$200,000
REPORTS TO: President/CEO	DATE: October 2025
OFFICE LOCATION: Sacramento, California	SCHEDULE: Full-Time, Hybrid

POSITION SUMMARY:

The Controller will be responsible for overseeing the day-to-day operations of the office and the entire accounting operation, ensuring the integrity and accuracy of financial data, compliance with accounting standards, and timely reporting. This role requires a proactive and hands-on professional who can manage and participate in day-to-day operations and accounting activities, develop and maintain robust internal controls, manage a small accounting department through technology advancements, manage office support staff, and collaborate closely with leadership to support financial planning and operational efficiency. The Controller will play a critical role in safeguarding company assets and providing actionable financial insights to drive business growth.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

Accounting Operations

- Manage and supervise all accounting functions including general ledger maintenance, accounts payable, accounts receivable, payroll processing, project-based client billing, and bank reconciliations.
- Oversee office support staff to maintain coherence of day-to-day operations.
- Ensure accurate and timely recording of all financial transactions in accordance with Generally Accepted Accounting Principles (GAAP).
- Review monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements.
- Oversee the month-end and year-end close processes, ensuring deadlines are met and financial data is accurate and complete.
- Maintain up-to-date knowledge of changes in accounting standards and regulatory requirements, implementing necessary changes to policies and procedures.
- Calculate bonuses on a regular basis and communicate amounts owed to management.
- Manage the ESOP (Employee Stock Ownership Plan) and Pension plans for the company, including working with external auditors, processing annual distributions, completing required Internal Revenue Services and Employment Development Division paperwork, and preparing year end contribution calculations

Internal Controls and Risk Management

- Design, implement, and monitor internal control systems to safeguard company assets and ensure the accuracy and reliability of financial information.
- Identify potential financial risks and recommend mitigation strategies to management.
- Conduct periodic reviews of financial processes to identify inefficiencies and recommend improvements.

Budgeting and Forecasting

- Assist management in the development of annual budgets and periodic financial forecasts.
- Monitor actual financial performance against budget and provide variance analysis and explanations.
- Support cash flow management and working capital optimization to ensure the company's financial stability.

Team Leadership and Development

- Supervise and mentor accounting staff, fostering professional growth and ensuring high performance.
- Develop and maintain clear accounting policies and procedures, providing training and guidance to staff as needed.
- Lead change management initiatives in the department by demonstrating willingness to embrace technology adoption and process efficiency.

Collaboration and Communication

- Work closely with senior leadership to provide financial insights and support strategic decision-making.
- Communicate complex financial information clearly and effectively to non-financial interest holders.
- Coordinate with external partners including banks, auditors, tax advisors, and software vendors.

QUALIFICATIONS:

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in accounting, finance, or a related field is required; CPA or CMA certification preferred.
- Minimum of five years of progressive accounting experience.
- Experience as a Controller, Chief Financial Officer, or equivalent role is desired.

- Comprehensive knowledge of GAAP, financial reporting standards, and regulatory compliance.
- Proven experience managing full-cycle accounting operations, month-end close, and external audits.
- Strong proficiency in accounting software and advanced Microsoft Excel skills. Experience with Enterprise Resource Planning (ERP) systems is a plus.
- Exceptional attention to detail, organizational skills, and ability to manage multiple priorities under tight deadlines.
- Excellent analytical and problem-solving abilities, with a focus on process improvement.
- Strong interpersonal and communication skills, capable of working collaboratively across departments and with external partners and clients.
- High level of integrity and commitment to confidentiality.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

The work environment and physical abilities described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

- Sedentary work in a professional office setting that involves significant keyboarding and computer usage.
- Independent work with high work volume and tight deadlines.
- This position is eligible for a hybrid work model. The incumbent will be required to report to the office on designated in-person workdays as established by the company. On other days, remote work from the incumbent's home office may be permitted at the discretion of the employer. The employee must remain accessible and responsive during the organization's standard business hours, regardless of work location. Eligibility for continued participation in the hybrid work arrangement is expressly contingent upon satisfactory job performance, compliance with all company policies, and the ongoing business needs of the organization.
- Ability to exchange information in person, via email, and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects up to 25 pounds including file boxes.