



Job Title:	Treasurer and Controller	Job Category:	Administrative
Department/Group:	Finance	Salary Range:	\$105K - \$120K / yr
Location:	Columbus, GA	Travel Required:	Limited
Grade/Level:		Position Type:	Full Time
Classification	Exempt	Reports To	

Summary

The Treasurer and Controller will direct the financial operations of the company including budgeting, planning, investing, and other financial matters.

Essential Job Functions

- Oversees employees responsible for financial reporting, accounting, billing, collections, payroll, and budget preparation.
- Implements internal control policies and procedures for all financial activities.
- Oversees employee training programs and identifies training needs.
- Coordinates the company's financial planning, budgeting, and investment activities.
- Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations.
- Oversees the preparation of periodic financial statements, activity reports, financial forecasts, and annual budgets.
- Ensures that reported results comply with generally accepted accounting principles (GAAP) or international financial reporting standards.
- Reviews financial details from past, present, and forecasted operations; identifies development opportunities and improvements that can be made.
- Provides management with short- and long-term financial objectives and policies.
- Advises business units on and assists with implementation of accounting and budgeting policies.
- Confirms accuracy and oversees filing of quarterly and annual reports with the Securities and Exchange Commission (SEC).
- Collaborates with external auditors to provide information needed for the annual audit.
- Maintains knowledge of organizational procedures, federal and state regulations, and accounting standards.
- Performs other related duties as assigned.

Qualifications



Job Title:	Treasurer and Controller	Job Category:	Administrative
<ul style="list-style-type: none"> • Bachelor’s degree in Accounting or Business Administration required; Master’s degree preferred. • Five years or more of related experience required. • CPA designation highly preferred. 			
Physical Requirements			
<ul style="list-style-type: none"> • Prolonged periods sitting at a desk and working on a computer. • Must be able to lift up to 15 pounds at times. • Ability to travel as needed. <p>This job description is intended to describe the general nature and level of work performed. It does not include all responsibilities and skills required of the job and may be changed at any time. All responsibilities must be completed in compliance with all safety protocols, policies, procedures and consistent with the spirit and philosophy of the company.</p>			
Reviewed By:	Jim Frentheway	Date:	01/06/2025
Approved By:	Haley Leland	Date:	01/06/2025
Last Updated By:		Date:	