

## Job Description: **Controller**

**Job Summary:** Our company is in search of a self-directed and experienced Controller to oversee all financial, accounting and human resources activities. The successful candidate will be responsible for budget management, financial analysis, payroll, forecasting, accounts payable, accounts receivable and financial reporting. Key areas within the human resources department will also be managed by the Controller, including policy and procedure compliance and ongoing maintenance of HR practices. This is a fantastic opportunity for a professional who thrives in a busy work place and is well-versed in working closely with senior management.

### Essential Duties and Responsibilities:

- Participate in the development of and support the company's strategic plans
- Monitor the financial performance of the company
- Compile and analyze financial reporting packages
- Prepare monthly and annual operating budgets
- Develop and manage financial controls in accordance with the company's procedures
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Communicate financial metrics to senior management
- Provide leadership and support to accounts receivable and accounts payable departments
- Manage the preparation of payroll for personnel
- Complies with federal, state and local legal requirements.
- Keep up-to-date on current HR trends
- Meet with new employees to provide employment forms and information.
- Maintain personnel records and manage all aspects of employee benefit plans.
- Report semi-monthly payroll figures to payroll service.

### Requirements:

- Bachelor's Degree in Accounting or Finance or equivalent years of experience

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#### **Corporate Headquarters**

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- Proficient in Microsoft Dynamics SL or Dynamics 365 for Financials, Excel, Word and Outlook
- Experience managing processes, developing standards, corporate finance and analysis
- Display a positive and professional image to all people as a representative of PRADCO
- Strong interpersonal and communications skills
- Impeccable analytical and organizational skills
- Self-motivated and self-directed
- Ability to work closely with a senior management team

## PRADCO'S CORE VALUES

**Integrity:** PRADCO employees treat people with honesty and respect; they honor their commitments and are direct, but empathic when sharing sensitive information; they possess knowledge and data to back up what they say and admit what they do not know. They tell the truth, even when doing so is difficult.

**Quality:** PRADCO employees aspire to the highest standards of quality and adhere to best practices; they strive to be fully prepared, well-organized and accurate in their work. They are attentive to detail and recognize that the quality of our work is representative of ourselves and of the company.

**Service:** PRADCO employees maintain strong relationships with clients by offering the best possible service and consultation in the shortest possible time; they listen and probe to identify customer needs and go the extra mile to help and support clients' organizations. They demonstrate a high sense of urgency, are proactive, and responsive to the needs of others.

**Teamwork:** PRADCO employees proactively share our knowledge and experience for the benefit of others. They work together, capitalizing on their unique talents and abilities in pursuit of excellence. They collaborate and support one another both personally and professionally. They partner with others to meet the customer's needs and be a valuable resource to them.

**Accountability:** PRADCO employees consistently demonstrate ownership on both the big and little things. They accept responsibility for their actions, are transparent when communicating

with each other and share collectively on the wins and losses of the company. They expect honest and straightforward feedback from their colleagues and commit to provide the same. They deliver on their commitments and act in the best interest of our customers and the company.

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