

## JOB DESCRIPTION

Position Title: Corporate Controller  
Department: Accounting  
FLSA: Exempt  
Reports To: VP/COO  
Salary: \$90K - \$100K

### Description

The Controller is responsible for all aspects of corporate accounting and operational internal control related policies and procedures, client benefit funds' payroll auditing/collection, and employer control-Contribution Accounting and Vacation and Holiday fund benefit processing functions. The Controller individually handles all functions of the Corporate Accounting department processes from top to bottom and directs (and assists as needed) the Payroll Audit/Collections department and the Employer Control department, reviewing and updating their processes to ensure efficiency and accuracy, as well as monitoring and managing their production to ensure that goals and deadlines are met and acceptable backlog levels are achieved and maintained. For all three departments (Corporate Accounting, Payroll Audit/Collections, and Employer Control-Contribution Accounting and Vacation and Holiday fund benefit processing), the Controller ensures the company's compliance with internal policies, client policies, and regulatory requirements, and associated workflow relating to the client funds' Pension/Annuity benefit processing, Health and Welfare member service eligibility and related claims benefit processing, and Administration and IT support departments.

The Controller is responsible for updating current policies and procedures and drafting new policies and procedures when needed. This manager level position works closely with the VP/COO and the President/CEO/Owner, on a limited basis with Human Resources, and will eventually cross train to support Trust Accounting (as backup when needed) and cross train the (Client) Trust (Fund Accounting) Controller to obtain support with Corporate Accounting duties (as needed).

### Required Skills /Knowledge

- Bachelor's degree in Accounting
- 5+ years of financial and operational management
- Proven effectiveness managing others and team-building including supervisory experience
- Thorough knowledge of accounting principles and procedures and internal controls; basic tax knowledge
- Full-Charge bookkeeping (cash/accrual basis) including billing to financial statements preparation
- Budgeting, financial analysis, and cash flow monitoring experience
- Strong interpersonal, verbal, and written communication skills
- Detail oriented with strong organizational, project management and analytical skills
- Ability to multi-task with attention to meeting deadlines
- Proficient in Excel, Word, and 10-key by touch

### Preferred Skills/Knowledge

- CPA and public accounting experience
- Payroll audit experience
- QuickBooks or Sage MAS 200 experience or similar accounting general ledger system software
- Payroll (and timekeeping systems) and payroll/general excise tax return preparation experience

### Duties

- Individually handle all functions within the Corporate Accounting department, top to bottom
- Prepare administrative fee and expense reimbursement billings to client funds monthly
- Maintain fiscal and internal control related (including updating existing and drafting new) policies and procedures
- Prepare financial statements, variance analysis, and journal entries monthly
- Review payroll processing biweekly

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### Duties (Continued)

- Process and/or review cash disbursements and cash receipts weekly
- Reconcile and/or review bank statements monthly
- Prepare financial analysis report and coordinate annual profitability analysis monthly
- Prepare and update budget and cash flow projections – five-year rolling basis as requested
- Review and renew corporate insurance policies with company general agent as needed
- Coordinate tax planning and return preparation process with corporate tax CPA firm as needed
- File tax returns other than corporate returns as needed - payroll tax, state general excise tax
- Prepare reports to regulatory and governmental agencies as required
- Coordinate with company's operating departments and clients' service providers to fulfill client requests or decisions
- Work with corporate and client fund providers on accounting and compliance issues as needed
- Oversee the payroll audit/collection and employer control departments working through department supervisors
- Ensure timely production and completion of payroll audits in compliance with audit cycles
- Perform Payroll Audit duties as necessary – Learn how and complete employer audits to help reduce backlogs
- Ensure participants' work hours and contributions reported by signatory employers are updated
- Ensure employer remittances are in compliance with terms of the applicable Collective Bargaining Agreements
- Ensure timely, accurate and comprehensive employer and client fund participant service
- Perform Employer Control duties as necessary
- Prepare and administer written performance reviews and goals
- Maintain and update departments task and training documentation
- Communicate, coordinate, and timely report on collection items with client trust funds' collection attorney
- Cross train with and assist Trust Controller as assigned (Trust Controller to cross train likewise)
- Coordinate external audits for client trust funds, reviewing the audited financials and tax return as needed
- Other duties as assigned

### Physical Demands

- Lifting and carrying file boxes up to 25 lbs.
- Drive to client or various locations for attendance of duties requirements

### Working Conditions

- Indoors, air-conditioned office

### Work Shift

- Monday to Friday, 8:30AM – 4:30PM, 1-hour unpaid lunch, as minimum standard shift
- The duties assigned require regular overtime
- Remote work may be required as part of business continuity in the event that the PAI office is unsafe or inaccessible; PAI equipment must be set up at home in order to facilitate this remote work.
- This position would be designated as an "essential employee" in periods when presence in office is limited to minimal, essential staff.