

## **Controller**

### **Position Description**

Work Location: **Louisville, KY**

Department: **Accounting**

FLSA Status: **Exempt**

Position Status: **Part-time**

Leadership: **Reports to Director of Finance**

### **Overall Expectations:**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform high quality work within specified deadlines
- Conduct themselves in a professional manner as it relates to interaction with all employees and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while providing necessary communication and coordination of work efforts with co-workers.

### **Essential Functions:**

- Regular attendance is an essential function of this position.
- Management of accounting personnel including the Accounting Supervisor, Treasury Management Coordinator, and Accounting/Billing Coordinator
- Accounting controls
  - Oversight and review of all general ledger transactions
  - Review and sign checks
  - Oversight of the 1099 process
  - Maintain depreciation records
  - Approval of outgoing wires
  - Firm guarantees for partner capital
  - Provide back-up coverage for all accounting positions
- Cash management responsibilities including:
- Cash flow budget and projections, oversight of bank reconciliations, approval of wire transactions as well as responsibility in administering partner compensation.

- Administration of Partner compensation includes:
  - Determine special distribution amounts, oversight of Tennessee PCs, Equity buyout calculations, maintain retired and departing partner capital repayment schedule and maintain profit sharing contribution calculations and limits
- Administration of Retired Partner annual repayment of capital account
- Management of all tax returns including multi-state income tax returns and property tax returns, with outside CPA firm;
- Assistance to Partner in Charge of Line of Credit in the management of line of credit and quarterly compliance calculations;
- Management of real estate operating leases;
- Oversee monthly and annual financial review including assisting in the development and monitoring of the revenue and expense budgets throughout the year as well as assisting the Finance Committee in enforcing the time entry, billing and collection policies.
- Oversight of WTC Corporate Services

### **Qualifications**

To perform this job successfully an individual must be able to perform each essential function satisfactorily with or without reasonable accommodations. The requirements listed herein are representative of the knowledge, skill, and/or ability required.

### **Education and Skills**

This position requires the following education and skills:

- High school diploma or equivalent;
- Bachelor's degree in Accounting, Finance or equivalent work experience;
- Certified Public Accountant (CPA), strongly preferred
- Minimum of 5 years accounting/finance management experience
- Working knowledge of MS Office Suite including Outlook, Excel and Word. Excel knowledge must be advanced.

### **Special Position Requirements**

This position requires great attention to detail and the highest degree of confidentiality as well as the ability to effectively communicate with others both verbally and in writing.

### **Work Requirements**

This position requires: long periods of sitting and concentration, as well as frequent walking, stooping and bending.