



## Controller

ARI aspires building a world class team dedicated to improving the cold chain's ability to feed and sustain humanity. Our incredible growth is fueled by a dynamic team who values collaboration, innovation and delivering exceptional customer service, all while working in a fun and friendly environment.

### Job Summary:

The position functions as a member of the Accounting Department reporting to the President. The primary function of this position includes planning, directing, and coordinating all accounting operational functions.

### Major Duties & Responsibilities:

Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results which includes oversight of the general ledger system and preparing/reviewing appropriate ledger entries and reconciliations. Coordinate and prepare internal and external financial statements. Coordinate activities of external auditors. Provide management with information vital to the decision-making process. Assess current accounting operations, offer recommendations for improvement, and implement new processes. Evaluate accounting and internal control systems. Research authoritative literature for proper treatment of accounting topics. Oversee regulatory reporting. Essential functions include but are not limited to the following:

**Accounting and Financial System of Control:** Responsible for P&L, balance sheet and cash flow control. Supervision of all accounting and financial functions. Primary responsibilities include supervision of the monthly book close process, including but not limited to:

- Implement, document, and maintain adequate and effective internal controls. Guides financial decisions and protects assets by establishing, monitoring, and enforcing policies and procedures.
- Ensure compliance with required regulations and financial standards.
- Provides status of financial condition by collecting, interpreting, and reporting financial data on a timely basis. Prepare monthly and adhoc financial statements with proper analytical review of the operations from a balance sheet, income statement and cash flow perspective as well as an overall business perspective.
- Monitors and confirms financial condition by conducting audits, providing information to external auditors.

- Manage and review monthly accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained. Prepare and/or review workpapers, journal entries, and supporting documentation.
- Preparation of monthly financial statements and related footnotes.

**System and Process:** Oversight and management of the general ledger and all supporting sub-ledgers.

- Ensure timely billings to clients for services provided , collection of accounts receivable, and proper recording of accounts payable.
- Review payroll, implement controls to ensure segregation of duties and payroll accuracy.
- Review Fixed Assets to ensure proper recording of all the additions & disposals, conduct internal annual inventory audit.
- Implement, document, and maintain adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting.
- Review transactions by project and compare costs incurred to budget and performance analysis of projects.

**Treasury:** Management of all cash accounts, treasury functions and relationships.

- Review daily cash activity to ensure timely recording and projections to effectively manage cash balances and maximize the return on any excess cash balances.
- Review & approve weekly ACH, Wires & new payees.
- Manage the corporate credit card.

**Business Insurance:**

- Responsible for the review and procurement for the business insurance programs for all entities
- Maintenance of insurance/risk protection program

**Strategic planning**

- Participate in the on-going strategic planning with ARI leadership team. Perform due diligence and create projections with different scenarios on growth opportunities as needed.
- Prepare the annual financial budget and update the forecasts on a quarterly basis.

### **Audit & Tax:**

- Manage audit process ; work closely with auditors and accounting staff to complete annual financial audit.
- Coordinate with external tax partners for preparation of annual tax returns and tax provisions
- Review monthly Sales and Use tax and remitting timely payments.

### **Other Key Activities:**

- Hire, train, and retain competent accounting staff. Maintains financial staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.
- Human Resources - Policy and procedure compliance and ongoing maintenance of HR practices

### **Qualifications**

- Bachelor's degree in accounting and/or finance preferred but not required.
- Minimum 5 years of previous construction accounting experience
- The following experience in: Understanding of AIA forms, contract billing, WIP billings in excess of cost, retainage, percentage of completion, AP commitments, lien waivers, prevailing wage, certified payroll.
- Experience with Computer Ease software is a plus.
- Self-motivated and self-directed
- Strong experience with Word and Outlook
- Advanced MS Excel skills including pivot tables.
- Extensive experience in WIP and Job Costing Systems process.
- Individual must be self-motivated, highly detailed and organized.
- Effective communication skills, both written and oral
- Ability to work well under pressure and meet deadlines.
- Ability to work and communicate with all other positions within the company.
- Willingness to help with other office duties as needed.