



CONTROLLER

Location: Mississippi
Direct Report to: Chief Financial Officer

JOB SUMMARY:

- The Controller manages the Accounting Department and ensures the accurate preparation of final financial statements and variance reports.
- The Controller also reviews and ensures the accuracy of all audit work papers, prepares forecasts and budgets, monitors collections, and prepares payroll entries and variances.
- This position reports to the Chief Financial Officer.
- This position regularly supports: Block Communications, Inc. and all members of the MaxxSouth Broadband Management team.

ESSENTIAL JOB FUNCTIONS:

The Controller is accountable for the following items for both MaxxSouth Broadband:

- Preparation of final financial statements, capital and operating variance analysis and other month-end reports;
- Preparation of journal entries, audit work papers and analysis for payroll and benefits expenses;
- Forecasting of expenses and historical analysis;
- Assisting the Department Heads with preparation of operating and capital budgets;
- Serving as the primary interface with Department Heads to develop financial reports and analysis to assist in decision-making;
- Monitoring collections processes to minimize company exposure;
- Reviewing quarterly and year-end audit work papers and interface with internal parent company auditor;
- Supervising, training, and disciplining direct reports;
- Planning, coordinating, recruiting and hiring direct reports;
- Assuring development of career paths for direct reports;
- Preparation, validation and maintenance of all processes within functional area;
- Following and enforcing the Company's policies and procedures, including the EEO guidelines and safety, at all times.
- Performing any other departmental or company duties as needed.

JOB REQUIREMENTS:

Education and Experience

- Bachelor's degree with emphasis in accounting or equivalent - Required;
- 4 years previous accounting experience - Required;
- 2 years supervisory experience- Required;
- Certified Public Accounting License – Required;
- Experience with Access and General Ledger packages – Preferred;
- Proficient use of PC/Mac in a Windows/OSX environment, including spreadsheet and word processing.

Skills

- Works effectively as a team member;
- Demonstrates strong analytical and organization skills;
- Presents self positively to the public;

Other Requirements

- Background record that meets Company standards;
- Present professional appearance and demeanor;
- Strictly maintains confidentiality of financial and/or other information acquired in the course of work; discloses only when authorized, unless legally obligated to do so.

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