

CONTROLLER

Controllers maintain all finances for a company. They oversee book keeping, budgets and financial reporting.

WHAT RESPONSIBILITIES WILL I HAVE?

- Maintain a documented system of accounting policies and procedures
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivable are collected promptly
- Process payroll in a timely manner
- Ensure that required debt payments are made on a timely basis
- Maintain records of accounts
- Maintain an orderly accounting filing system
- Issue timely and complete financial statements
- Coordinate the preparation of the corporate annual report
- Manage the production of the annual budget and forecasts
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
- Monitor debt levels and compliance with debt covenants
- Comply with local, state, and federal government reporting requirements and tax filings



WHAT EDUCATION & TRAINING IS REQUIRED?

A Bachelor's degree in accounting or business administration is required; may earn CPA or CMA

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, mathematics, English, business courses, statistics

TYPICAL EMPLOYERS

Corporate or regional office settings for varying sizes of companies

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- American Accounting Association
- American Association of Finance & Accounting
- Local agribusiness associations

AVERAGE ANNUAL FULL-TIME SALARY

\$94,000