



SAFETY GROUP

Job Description

Job Title: Financial Controller
Department: Accounting
Reports To: Chief Executive Officer
Employment Status: Full-Time
FLSA Status: Exempt
Location: Baton Rouge, Louisiana, or Atlanta, Georgia (partial remote flexibility)

Summary

SMART Safety Gulf Coast provides industry leading safety program management services to a diverse set of customers across the United States. Our proven and effective safety programs have helped companies reduce incidents, ensure regulatory compliance, decrease claims, and lower insurance premiums. We are seeking a Financial Controller to supervise and direct day-to-day accounting, financial, and administrative activities.

This multi-faceted professional will be responsible for all accounting functions of the business. The Financial Controller will create and implement systems, reporting, analysis, and processes that align with the overall strategies, policies, and procedures of the company.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plans, directs, and coordinates financial accounting functions
- Provides status of financial condition by collecting, interpreting, and reporting financial data
- Conducts audits, reconciliations, and works with external auditors and tax advisors
- Develops and tracks key performance indicators ("KPI") of the business
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures
- Performs payroll, AP, and cash management functions
- Ensures accurate and timely billing and payment
- Performs monthly close process
- Ensures compliance with federal, state, and local legal requirements, filing, and reporting
- Prepares budgets by working with operational teams, consolidating projections, and forecasting necessary resources
- Provides ad hoc business decision support analysis to operating managers
- Responsible for health and commercial insurance as well as HR activities
- Oversees customer contract administration and storage procedures
- Supervises IT support functions
- Protects the company by keeping financial information and plans confidential

Experience

- Has a solid understanding of payroll
 - Understanding of state and federal payroll taxes, employee deductions, how to set up different states for withholding, and reporting and paying payroll taxes weekly, quarterly, and yearly
 - Understanding of timekeeping
- Understanding of general ledger, balance sheet, and accrual accounting
- Experience in monthly close, billing, and accounts payable
- Experience in bespoke financial analysis and KPI tracking and reporting
- Experience managing health and benefits, commercial insurance, and HR onboarding/off-boarding
- Experience with fast paced professional services businesses is a plus
- Experience in safety and compliance management preferred but not required
 - If none, please provide reason for interest in the space

Certificates, Licenses, and Registrations

- Bachelor's degree in accounting or finance

Internal and External Interfaces

- Extensive communication with management regarding financials and key performance indicators
 - Ability to iterate with management to continually enhance reporting
- Connectivity with and understanding of the roles and responsibilities of the entire team necessary

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – synthesizes complex or diverse information; collects and researches data
- Problem solving – gathers and analyzes information skillfully
- Business acumen – understands business implications of decisions
- Strategic thinking – develops strategies to achieve organizational goals, identifies external threats and opportunities, and adapts strategies to changing conditions
- Initiative – seeks increased responsibilities; looks for and takes advantage of opportunities
- Innovation – meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas
- Change management – develops workable implementation plans, monitors transition/progress, and evaluates results
- Oral communication – speaks clearly and persuasively in positive or negative situations, demonstrates presentation skills, and participates in and leads meetings
- Written communication – writes clearly and informatively, varies writing style to meet needs, and has an ability to read and interpret written information
- Quality management – demonstrates accuracy and thoroughness
- Leadership – exhibits confidence in self and others, effectively influences actions and opinions of others, and accepts feedback from others
- Planning and organizing – prioritizes and plans work activities; sets goals and objectives
- Adaptability – adapts to changes in the work environment; has an ability to deal with frequent changes, delays, or unexpected events
- Judgment – exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in decision-making process
- Ethics – works with integrity and ethically; upholds organizational values
- Interpersonal skills – maintains confidentiality
- Organizational support – follows policies and procedures; supports organization's goals and values

Location

In-office at least 3 to 4 days per week in Baton Rouge, Louisiana, or Atlanta, Georgia. Ability for remote work flexibility 1 to 2 days per week. Gulf Coast and greater United States travel necessary from time-to-time.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Requires prolonged sitting and standing depending on the job tasks. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other technology equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate reports. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.