

Job Title: Controller

JOB SUMMARY

We are seeking an experienced and dynamic Controller to join our leadership team. Reporting directly to the Chief Executive Officer (CEO), the Controller will be responsible for overseeing the financial activities of the organization, ensuring accurate and timely financial reporting, and providing strategic insights to support future growth. The Controller will play a key role in managing the fiscal health of the organization, developing forecasts, and ensuring financial stability.

Description of Duties & Specific Responsibilities

- **Financial Reporting:** Oversee the preparation of financial statements, including income statements, balance sheets, management reports, and tax returns. Ensure accuracy and timely completion.
- **Budgeting & Forecasting:** Collaborate with department heads to prepare and analyze budgets; create forecasts for future growth and track variances to improve financial performance.
- **Cash Flow Management:** Monitor cash flow to ensure the organization has the necessary resources to sustain growth.
- **Strategic Guidance:** Work closely with the CEO to develop and refine strategic initiatives.
- **Stakeholder Relations:** Maintain strong stakeholder relations and ensure compliance with partnership agreements.
- **Regulatory Compliance:** Stay up to date on new regulations and participate in continuous education to enhance job knowledge.
- **Operational Analysis:** Analyze sales, profit projections, and expenses to make necessary adjustments to future projections and budgets.
- **Long-Term Planning:** Study economic trends to project their impact on future organizational growth.
- **Audit Functions:** Oversee audit activities to ensure compliance and transparency.

Desired Qualifications

- Bachelor's degree in Accounting, Finance, or a related field. CPA certification preferred.
- Proficiency in accounting software, database systems, and advanced knowledge of office software.
- Ability to think critically, analyze complex data, and develop actionable solutions.
- Valid driver's license and the ability to pass a background check and drug screening.
- Proven leadership skills with the ability to inspire and motivate teams.

This role is ideal for an accomplished finance professional looking to make a significant impact within an organization while driving its financial success forward.

Work Environment

- Employees are exposed to multiple work environments, including laboratory, mechanical rooms, high bay, and office environments.
- This position requires in office work from the Brookings DBX facility.

Send resume' and cover letter with references to gail@dakotabioworx.org