|  |  |
| --- | --- |
| logo 07-low res JOB DESCRIPTION **Controller** | Petrotech, Inc. Phone: (504) 620-6600  151 Brookhollow Esplanade Fax: (504) 620-6601  New Orleans, Louisiana 70123 www.petrotechinc.com  USA |

**Job Title:** Controller

**Salary Range:**

**Department:** FINANCE

**Reports to:**  CFO

**Position Summary:**

Petrotech is a leading provider of advanced technology Industrial Automation & Instrumentation systems used in the energy and other industrial processes worldwide.

The Controller will report directly to top executives and will be responsible for providing oversight for all financial and accounting activities of the facility. The Controller, working with other management, will have ownership of achieving the facility s performance metrics including expense management and job profitability. **Must be comfortable working in office full-time.**

# Position Responsibilities

* Assist management with important financial decisions
* Prepare financial documents such as business reports, financial forecasts and statements to understand the financial state of business
* Supervise employees who work under the controller in preparing financial reports and budgets
* Monitor a company’s financial reports and determine ways to reduce costs
* Keep up to date on the financial market to understand how to maximize profits and find new expansion areas
* Understand the financial status of a company to meet legal requirements and keep the financial state in good standing

**Essential Skills and Experience:**

* Bachelor’s degree in accounting or finance
* 5+ years Controller experience in a manufacturing or warehouse environment
* Recent experience with **Microsoft Dynamic Business software package is a plus.**
* Proficient in accounting and tax preparation software
* Strong computer skills including Google Docs, Microsoft Excel, Word, and PowerPoint
* Ability to work independently, prioritize and manage tasks to meet deadlines and expectations with minimal supervision
* Confident, professional demeanor and ability to maintain composure in a busy environment
* Demonstrated effectiveness in written and verbal communication skills.
* Strong Accounting skills to include treasury, payroll, accounting, A/P, A/R and credit.