

Job Responsibility PSRI Controller

PSRI controller must be knowledgeable in advance management accounting skills and principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, management of A/R and A/P, and utilizing appropriate accounting control procedures. Job responsibilities, traits and responsibilities include:

Job requirements

1. BA/BS Degree in Accounting required, CPA or a minimum five years of experience of related work experience,
2. Understanding of U.S. Generally Accepted Accounting Principles, as well as federal, state and local tax laws, foreign tax credits, and reporting requirements,
3. Experience in HR management and administration of benefit programs,
4. Experience in risk management and insurance,
5. Experience using ProContractor™ ViewPoint and Concur™ a plus,
6. Excellent skills using Microsoft Office™, and
7. Experience in treasury management and lending.

Personal traits

8. Self-starter who works well independently ,
9. Ability to lead by example and coach co-workers ,
10. Excellent oral and written communication,
11. Excellent negotiation skills, and
12. Highest possible ethical and professional standard.

Job Responsibilities

1. Manage accounting staff and coordinate all financial functions required by the organization,
2. Prepare profit and loss statements, monthly closing and cost accounting reports, and quarterly and annual income statements and balance sheets as required by internal and external stakeholders,
3. Control and forecast income and expenditures,
4. Manage all PSRI accounts in terms of cash flow and profitability,
5. Present financial summaries to the Executive Committee and make appropriate suggestions on financial positions,
6. Compile and analyze financial information as required to properly document transactions and make recommendations to management.
7. Establish, maintain, and coordinate the implementation of accounting and internal control procedures,
8. Analyze and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants,
9. Monitor and review accounting and related system reports for accuracy and completeness,
10. Oversee all areas of tax including payroll, property, income, etc.,

11. Manage payroll and benefits, including negotiating with providers and performing cost/benefit analysis,
12. Help manage member company contract agreements and contract research proposal agreements,
13. Trend analysis and budget recommendation with an emphasis on controlling costs.
14. Manage payment and collection from member companies and contract research clients,
15. Resolve accounting discrepancies,
16. Prepare and interact with external auditors to facilitate annual audits,
17. Develop the annual operating budget and consult with PSRI CEO and President on the fiscal aspects of program planning, salary recommendations, and other administrative actions,
18. Provide accounting policy orientation for new staff,
19. Stay updated on applicable laws, codes and regulations, and
20. Prepare and maintain tools for communicating key accounting metrics to the leadership.