

## Renovia Success Profile

<b>Role/Title:</b> Controller	<b>Department:</b> Finance	<b>Location:</b> Indianapolis, IN
<b>Reports To:</b> VP of Finance	<b>Date:</b> February 2020	
<p><b>A. <u>Job Summary</u></b>            The Controller is responsible and accountable for undertaking all aspects of financial management, corporate accounting, financial reporting, budgeting and forecasts preparation, as well as development of internal control policies and procedures. This role requires self-motivation who thrives in a high-performance culture. Must be CPA Certified to apply for this role.</p>		
<p><b>B. <u>Job Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. Maintain cash flow by managing bank balances and forecasting cash needs</li> <li>2. Manage the daily functions of the AR Specialist and Staff Accountant</li> <li>3. Track specific performance measures that support the company’s strategic direction</li> <li>4. Maintain control of the company’s transaction processing systems</li> <li>5. Develop and maintain financial processes</li> <li>6. Ensure monthly close is timely and accurate</li> <li>7. Provide complete and accurate monthly financials to the VP of Finance</li> <li>8. Create monthly/yearly forecast and projections</li> <li>9. Ensure tax filings are completed accurately and timely</li> <li>10. Ensure that record keeping meets local, state and federal regulatory guidelines.</li> </ol>		
<p><b><u>Competencies/Skills Required</u></b></p> <p><b><u>Integrity and Ethics:</u></b> Earn others’ trust and respect through consistent honesty and professionalism in all interactions.</p> <ol style="list-style-type: none"> <li>a. Tell the truth, be honest and maintain confidentiality in all dealings</li> <li>b. Avoid situations and actions considered inappropriate or which present a conflict of interest</li> <li>c. Adhere to a set of core values that are represented in decisions and actions</li> <li>d. Exhibit a heart for serving others by participating in “pay it forward” opportunities, and regional, local and national volunteer engagements</li> </ol> <p><b><u>Attention to Detail:</u></b></p> <ol style="list-style-type: none"> <li>e. Check work to ensure accuracy and completeness</li> <li>f. Compare finished work to what is expected and address inconsistencies</li> <li>g. Identify and address details that are easy to overlook or seem insignificant</li> <li>h. Input data correctly within Salesforce/FinancialForce and other reports and tracking tools</li> </ol> <p><b><u>Collaboration and Teamwork:</u></b> Establish a working relationship with internal team members within each division of the company.</p> <ol style="list-style-type: none"> <li>i. Acknowledge and celebrate the achievements of teammates and resources</li> <li>j. Encourage the sharing of information or expertise, work together to solve problems, and put project success first</li> <li>k. Preserve others’ self-confidence and dignity; show regard for other opinions</li> <li>l. Be willing to step outside traditional job responsibilities to solve problems</li> </ol>		

Time/Self-Management: Manage and prioritize own schedule and coordinate with other resources to achieve goals and successful project completion.

- m. Prioritize tasks by importance and deadline dates
- n. Discern what is crucial and adjust priorities as situations change
- o. Seek and use others' input about critical actions, timelines, sequencing, scope, expected outcomes, and priorities
- p. Monitor and evaluate external variables that affect plans and prepare strategies to deal with problems or drastic changes

Communication (oral and written): Manage information flow and relationships between external customers and internal business units; encourage and seek feedback and be able to address and overcome issues as they arise.

- q. Ensure that others involved in a project or initiative are kept informed about developments, plans and deadlines
- r. Keep senior leaders informed about progress and problems; avoid surprises
- s. Communicate in an articulate (verbal), easily understood manner and convey ideas and facts using language the recipient best understands
- t. Present information clearly, concisely, and logically; focus on key points

**C. Education/Knowledge/Requirements**

- o Licensed Certified Public Accountant in the state of Indiana
- o Bachelor's degree in Accounting/Finance
- o Minimum of 10 years' experience in an accounting/finance role
- o Experience with SalesForce/FinancialForce systems
- o Efficient with Excel

**Annual Outcomes/Measures of Success\***

1. Develop a realistic cash flow plan and manage to that plan with the result of keeping the business cash flow positive
2. Ensure the company complies with all legal and regulatory requirements with no disruptions in business due to non-compliance issues
3. Ensure financial information is accurate and timely provided to owners/managers
4. Develop a realistic budget and manage to that budget to ensure operational expenses remain at or below budgeted levels
5. Identify technology or process efficiencies that will benefit the overall efficiency of the finance department or company as a whole