



103 LINCOLN STREET | 1-785-372-4236 | WWW.GBTA.NET
 RUSH CENTER KS 67575

Job Title	Controller	Job Category	Professional
Department	Finance & Accounting	Status	Full Time / Exempt
Location	Rush Center, KS	Travel Required	Yes
Supervisor Title	General Manager	Evaluators	General Manager
In-put	General Manager, Management Team, Customers	Direct Reports	Accounting, Inventory

In keeping with our mission of ***bringing the best user experience to its customers through reliable state-of-the-art communication services.***

This position supports the company’s customer service philosophy that sets us apart from our competition by providing our customers with local and genuine personal service, we will work alongside our customers to find the best solution available to fit their needs. We pledge to provide the finest services to our customers and strive for continuous daily innovation to remain competitive in an age of perpetual technology.

NOTE: The job functions listed are intended to describe the general nature and level of work being performed by employees and are not to be interpreted as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

By: General Manager Golden Belt Telephone	Effective Date:
	Review Date:

**BRINGING THE BEST USER EXPERIENCE THROUGH
 RELIABLE STATE-OF-THE-ART COMMUNICATION SERVICES**

POSITION DESCRIPTION

**Percentages of time spent on each job duty will vary daily, as well as based on project.*

Reporting to the General Manager, the Controller, will be responsible for the company's financial controls, reporting, analysis, compliance, audits, tax preparation, treasury, job costing data, inventory, general ledger, and other accounting functions. The Controller will lead all financial administration, assist in budgeting, and analyzing financial information.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plan, develop, organize, implement, direct, and evaluate the company's fiscal functions and performance including cash flow, profitability; capital; credit and collection policies; compliance; regulatory, tax and contractual obligations
- Oversee and approve the issuance of financial information, tax returns to ensure compliance with local, state, and federal government reporting requirements
- Prepare, oversee, and satisfy all FCC & KCC reporting requirements. Coordinate and ensure compliance with all regulatory local, state, and federal data collection and reporting.
- Effectively develop and manage reliable cash flow projections, and reporting; creating cost controls, savings initiatives focused on all areas of expense. Provide critical early warnings to management, backed by financial analysis
- Leverage knowledge of financial reports to identify opportunities to establish and achieve financial benchmarks
- Assist with planning strategic objectives for future growth, including forecasting new products, expansion of existing products/services and cost/benefit analysis
- Provide timely and accurate analysis of budgets, financial reports, financial trends, and operating metrics analysis
- Facilitate organization audits and implement changes to processes and practice enhancing compliance and audit standards
- Continually update essential knowledge of new regulations, participate in educational opportunities; review of professional publications; etc.
- Maintain internal control safeguards to ensure department maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor use of all funds
- Ensure proper maintenance of all accounting systems, supervise, train, develop, direct, and evaluate accounting staff
- Engage with other members of senior management to facilitate cross department collaboration to ensure financial systems and solutions positively support GBT's evolving strategy and operational delivery
- Effectively and accurately manage and direct payroll in relation to the proper accounting, processes, controls, and filing regulations surrounding these functions to ensure overall accuracy of the payroll

(Continually looks for new and improved ways of completing the above functions. Other tasks as assigned by supervisor will be performed to address unexpected situations or needs that may arise.)

EDUCATION & EXPERIENCE:

High school diploma or GED, required. A candidate with Bachelor's degree in accounting or related field with 5 + years of experience in related field, required. Ideal candidate is a Certified Public Accountant in good standing or holds a Master of Accountancy, preferred.

Knowledge, Skills & Abilities

- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting
- Skill in developing, examining, reengineering, and recommending financial policies and procedures
- Leverage knowledge of financial reports to identify opportunities to establish and achieve financial benchmarks
- Strong analytical skills and experience in interpreting a strategic vision into an operational/financial model
- Collaborative and flexible, strong service mentality, team player committed to organizational success and lifelong learning
- Develop financial planning, strategies, and forecast models, provide support to implement and utilize these tools within all departments to help achieve strategic financial goals of the company
- Ensure all operations of the company are within proper regulatory requirements that there are no violations of compliance
- Motivate and retain a team of professionals using excellent leadership and critical thinking skills
- Ability to roll up sleeves and participate in essential, day to day work, with desire to work in a dynamic, strategic driven, value-based environment
- Astute business acumen, excellent communication skills, both written and oral
- Highly proficient in common industry financial and accounting programs
- Highly organized with the ability to optimize among multiple competing priorities
- Display respect and maintain a good reputation in the community
- Ability to provide the experience, the GBT way.

RESPONSIBILITIES: This position requires the ability to lead and participate as a member of a team to complete tasks and engage in problem solving activities. Therefore, must relate well to others since motivating a team of professionals in the form of informal training/coaching/mentoring will be required. Employees are expected to communicate with the public as well as fellow employees in pleasant business-like manner. There is frequent internal and external contact at all levels of organizations requiring negotiation, persuasion, and diplomacy with other departments, customers, and vendors. Must also maintain good attendance and appearance. Employees are expected to increase job knowledge by assisting and supporting all other employees with their job duties, as required. Participation in strategic planning is expected daily.

LATITUDE: Duties are expected to align with strategic mission of the company, along with the management team the performer of plans and arranges tasks in order to complete duties. Problem solving is accomplished within your team and manager meetings most of the time requiring extensive knowledge, both industry and technical. Most decisions not affecting other departments can be made independently in accordance with company policy.

IMPACT OF POSITION: Successful completion of essential job tasks endures financial stability of the company. Errors are easily detected usually in the next phase of operations but could have significant adverse effect on external and internal relationships and result in moderate monetary effect due to a probability of loss of improper utilization of labor, material, or equipment. Data that is prepared by this position is used for important decisions by management, errors could result in liability and adversely affect operating costs.

CUSTOMER SERVICE/INTERACTION: Daily phone and face-to-face interaction with other employees and customers, while vendor contact is weekly by phone to perform job functions. TO facilitate our mission of customer satisfaction, all jobs carry with them an overriding responsibility of our employees to provide extraordinary customer service in terms of quality, timeliness, and assistance. Commitment to service excellence is expected of all employees.

WORK CONDITIONS: Office environment

PHYSICAL REQUIREMENTS: Limited bending, carrying, lifting- up to 40 lbs. independently, demonstration of manual dexterity, twisting, turning, visualizing of a computer screen, required.

OTHER: Occasional overnight travel by air or vehicle, may be required. Occasional flexible hours, overtime, may be required.

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I have reviewed and understand the Position Guide and believe it to be accurate and complete. My acknowledgement below indicates I am fully aware that my adherence to the terms of this Position Guide will be a major element of all future evaluations.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE: