

CONTROLLER JOB DESCRIPTION

Position Title: Controller	Date: August 11, 2023
FLSA Status: Exempt	Reports To: CFO

Job Summary

Professional Security Alliance, Inc. dba PSA, The PSA Network, and EDGE located in Westminster, Colorado, is the world's largest systems integrator consortium. We are currently seeking a dynamic candidate for the role Controller. This includes accounts payable, accounts receivable, monthly close, departmental expenses, budgets, annual audits, daily treasury activities, and more. The Controller will work in a team environment with other managers throughout the organization to develop, communicate and when needed enforce various accounting controls and policies.

This position is based in-office in Westminster, CO. This is not a remote role.

We offer a competitive salary and comprehensive compensation package which includes base plus commission, medical, dental, vision, life insurance, 401K with match and safe-harbor contribution, flex spending, tuition reimbursement, paid parental leave and PTO to qualifying employees. For those working out of our corporate headquarters, we have a business casual working environment. Salary \$94-130k annually.

Key Responsibilities

- Oversee the preparation of consolidated monthly financial statements
- Oversee budgeting and forecasting processes
- Identifies and recommends process and technology improvements
- Prepare and maintain monthly KPI reporting
- Supervise an Accounting team of 8
- Manage the monthly closing process
- Adhere and improve the company's internal controls
- Manage the annual financial audit and prepare schedules
- Prepare annual dividend calculation and applicable year-end 1099 forms
- Maintains the accuracy of customer financial information in the accounting system
- Performs other duties as assigned or required
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Qualifications

- Bachelor's degree in accounting from an accredited institution
- Understanding of GAAP
- 7+ years of accounting in a management role
- Strong customer focus
- Advanced problem-solving, conflict resolution and people skills
- Experience with NetSuite ERP
- Advanced Excel skills
- Experience with Power BI a plus
- An active CPA license preferred
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- Must work well in a team environment and/or with little supervision
- Positive attitude and ability to work in fast-paced environment.

Working Conditions

This position works primarily in an office environment, typically Monday-Friday from 8-5 but may be required to work additional hours during audits or to meet deadlines.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. Qualified applicants can send their resumes may be sent to ahawkins@psasecurity.com

About Professional Security Alliance, Inc.

PSA is the world's largest systems integrator consortium made up of the most progressive security and audio-visual systems integrators. Combined, PSA members boasts over 400 branch locations, employ over 7,500 industry professionals and are responsible for over \$4.5 billion annually in security, fire, life safety and pro audio-visual installations. PSA operates on a cooperative basis for taxes.

The PSA Network elevates the industries we serve by providing owners and members exceptional education, networking, services and connections with technology partners. Be the rising tide!