



Controller

Team/Division:	Financial Services	Reports To:	Chief Financial Officer
Job Status:	Full - Time	Work Schedule:	Business Hours
Pay Status:	Salary	FLSA Status:	Exempt
Pay Grade:	17	Created/Updated:	March 2026

Job Summary

Incumbents manage and coordinate the activities of the Financial Accounting Department and perform professional accounting tasks requiring comprehensive knowledge of GAAP and governmental accounting standards. Responsibilities may include verifying, monitoring, balancing, and reconciling accounts; preparing journal entries and financial reports; calculating and documenting complex accruals and expenses; reviewing and approving journal vouchers, invoices, and cash requirements listing for payables; preparing and monitoring the department budget; interpreting and researching GAAP and FERC accounting standards; and implementing changes to accounting methods to ensure consistency with organizational policies and procedures. Incumbents supervise lower-level accounting and accounting support staff.

Essential Duties and Responsibilities

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; monitoring work flow; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations
- Manages the activities of the accounting function, which includes coordinating, administering, updating, budgeting, and evaluating processes, procedures, systems, and standards; and ensures compliance with Federal, State, and local laws, regulations, codes, standards, and company policies/procedures
- Reviews internal financial reports, worksheets, general ledger entries, and other documents created by subordinates; identifies, researches and directs the resolution of issues; ensures deadlines are met; and responds to questions from senior management.
- Administrator of online banking system and online payments
- Prepares a variety of management fiscal and organizational reports; including documentation for the Comprehensive Annual Financial reports; compiles, organizes and analyzes financial and statistical data.
- Performs other duties as assigned of a similar nature or to provide assistance as needed

Qualifications

Education: Bachelor's Degree in Accounting preferred. Also, will consider degrees in Business or related field

Experience: 10 years' experience in areas of listed responsibility





Certifications & Licenses: CPA or the ability to obtain Preferred; CPR/AED or ability to obtain upon hire

Other Requirements: Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job also considered

Knowledge, Skills and Abilities

- Knowledgeable of Accounting principles, practices, and procedures
- Knowledgeable of Budget forecasting practices
- Knowledgeable of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) principles, & Applicable Federal, State and local laws, rules, and regulations
- Skilled in Managerial principles, monitoring and evaluating employees, prioritizing and assigning work
- Skilled in Managing financial operations, evaluating and implementing accounting procedures and systems, implementing procedural improvements
- Skilled in Basic Computer and related software applications
- Skilled in Applying accounting principles and practices
- Skilled in Reading, comprehending, and analyzing financial statements
- Skilled in Preparing, Monitoring & Reviewing journal entries and annual reports
- Skilled in Organizing, evaluating, and presenting complex financial data
- Ability to accept responsibility and account for his/her actions
- Ability to communicate clearly and concisely both written and through the spoken word.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
- Ability to pay attention to the minute details of a project or task
- Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel
- Ability to identify and correct conditions that affect employee safety
- Ability to comprehend complex technical topics and specialized information

Physical Demands

Fingering (fine dexterity)	F	Lifting/Carrying		Other:	
Handling (grasping, holding)	F	Under 10 lbs	F	Use of headset	O
Repetitive Motion	F	11-20 lbs	O	Ability to identify colors independent of another	R
Reaching	O	21-50 lbs	R		
Climb	N	51-100 lbs	N		
Crawl	N	Over 100 lbs	N	Extended Periods of Sitting	F
Kneel	R	Pushing/Pulling			
Squat	R	Under 10 lbs	F	Speaking Clearly to be understood on	C
Sit	C	11-20 lbs	O		





Stand	F	21-50 lbs	R	the telephone & hearing a response	
Bend	F	51-100 lbs	N		
Walk	C	Over 100 lbs	N		

Legend:

N = Never; R = Rarely; O = Occasional (1% - 33%); F = Frequent (34% - 66%); C = Constant (over 66%)

Working Conditions

- Indoor office position with occasional need for work within the external warehouse, subject to harsh temperatures
- Some travel may be required

Additional Note

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on business needs of the department.

All employees in pursuit of their job duties should demonstrate the behaviors of the Code of Ethics and the CDE Lightband Mission & Vision.

To apply, follow the link to the CDE Lightband website.

