

## Controller Job Description

- Do you have a passion for numbers and enjoy solving puzzles?
- Is learning and professional growth important to you?
- Would you rather work at a small, growing technology company where the atmosphere is collegial and collaborative, rather than a big impersonal corporation?

TechMDinc is hiring a **Controller** to join TechMDinc and assist with our current accounting processes. The goal for this position is to promote you to Finance Manager once you have proven your skills and aptitude to learn the position, managing cashflow, payroll, payables and receivables, generating reports to support management decisions and organize our financial reporting as we grow.

### **This Position Is Right For You If You:**

- Have a high comfort level with numbers and financial concepts
- Are a high achiever who has hobbies and interests outside of work
- Are a creative, caring, and collaborative team player
- Are able to thrive in a fast-paced, multi-tasking environment
- Take ownership in identifying and solving problems
- See mistakes as an opportunity to learn, grow, and improve
- Are looking to develop your professional skills and get to the next level in your career
- Want to stay with a company for a long term (at least 3-5 years)
- Tech-savvy, intelligent, curious, proactive, and motivated to succeed

### **About Us:**

At TechMDinc we use cutting edge technology to craft magical experiences. We are recognized as a world leader in technology applications for theme parks, museums, stadiums, and performance venues. As an Audio/Video/Controls design and production firm working with the leading names in the themed entertainment industry, we design audio, video, and computer control systems, as well as provide professional engineering support to our clients. We are passionate about telling stories using cutting-edge technology, our curiosity fosters innovation, and our dedication to excellence earns the trust of customers, end-users, and teammates. Our amazing team of very talented and creative people is driven to deliver exceptional results, time and time again. We are looking forward to welcoming new team members who will share our commitment and our joint values of Trust, Passion, Innovation, Collaboration and Dedication to Excellence.

### **Responsibilities:**

- Develop, document, and continuously update our accounting policies.
- Oversee timely financial transactions, including accounts payable and receivables, and ensure all payments are made promptly.
- Assist in development of quarterly and annual budgets for all departments, aligning financial plans with strategic goals.
- Conduct cost-benefit analyses to guide financial decisions and enhance profitability.
- Regularly report financial status and generate ad-hoc reports to support decision-making processes.
- Execute internal audits and support external audit processes to ensure compliance and integrity of financial data.

- Guarantee adherence to accounting, financial, and tax regulations.

Qualifications:

- Proven experience in a senior accounting or controller role, with a deep understanding of accounting principles, procedures, and legislation.
- Proficiency in managing general ledger, accounts payable, and accounts receivable functions.
- Skilled in cash management.
- Familiarity with modern accounting software and financial systems, especially Quickbooks Desktop.
- Exceptional attention to detail and the ability to meet tight deadlines.

Desired Characteristics

- Work successfully under pressure and are comfortable with change and complexity in dynamic environments
- Have a broad and flexible toolkit of techniques, resolving complex, interdependent activities into tasks and sub-tasks that are documented, monitored, and controlled
- Bachelor's degree from a four-year college or university in Finance or related field; or equivalent combination of education and experience preferred
- CPA or equivalent certification or experience a plus
- Exposure to industrial networking and control systems
- Exposure to audio, video, and lighting control systems
- Experience in the themed entertainment industry
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The pay range for this role is \$85,000-\$110,000 Annually DOE, plus benefits.

Job Type: Full-time

Expected hours: 40 – 50 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Paid time off
- Professional development assistance
- Referral program
- Vision insurance

Experience level:

- 4 years

Schedule:

- 8 hour shift

Ability to Relocate:

- Burbank, CA 91504: Relocate before starting work (Required)