

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Controller / Assistant Vice President of Finance

REPORTS TO: Vice President of Finance

PAY RANGE: \$2400 TO \$3600 bi-weekly

SUMMARY: Under the direction of the Vice President for Finance, provides overall supervision of all accounting records of the corporation, rendering such financial statements and reports that Management deems necessary.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Supervise the treasury/accounting office staffing recommendations given particular weight to meet the workload of the department.
- II. Direct the preparation and distribution of the monthly financial statements and interpret results.
- III. Direct the preparation and distribution of the annual consolidated financial statement and interpret results.
- IV. Prepare monthly comparatives of actual expenses with the budget.
- V. Organize and maintain all accounting processes and procedures for Pacific Press with proper internal accounting controls taken into consideration.
- VI. Maintain investment portfolio, record investments, and report on results.
- VII. Supervise the safekeeping of valuable records stored in the office safe, vault, or dead record storage area and control retention of such records.
- VIII. Perform cash flow projections and other related reports.
- IX. Supervise and maintain the Author Royalty system.
- X. Close WIP Labor, Materials, and Buyouts with JV on monthly basis.
- XI. Prepare bank reconciliation for checking accounts.
- XII. Assist auditors with annual audits and prepare the necessary documentation.
- XIII. Maintain regular attendance at work
- XIV. Comply with Pacific Press employee handbook guidelines.
- XV. This job description is not intended to be all-inclusive; the Controller/ Assistant Vice President of Finance will also perform other reasonable related business duties as assigned by the Vice President of Finance and the President of Pacific Press.

EXPERIENCE: Five years of accounting or business office management.

EDUCATION: B. A. degree in accounting or business administration.