

Job Title: Controller
Location: Cattle Empire, LLC

Summary: This position is responsible for assisting the CEO with the financial affairs of the organization and with preparation of financial analysis of operations, including interim and annual financial statements with supporting schedules, for the guidance of management. Under the direction of the CEO, this position also supervises the Company's office staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Positive collaboration in a team environment;
- Performs monthly balance sheet account analysis;
- Performs budget vs. actual analysis on a monthly basis;
- Books necessary journal entries on a monthly basis;
- Reviews journal entries;
- Monitors delinquent A/R;
- Assists with the preparation of financial analysis;
- Lead and train office staff;
- Communicates with company's bank representatives regarding the initiation and monitoring of sweep accounts and the renewal of line of credit accounts;
- And prepares annual budget for equipment expenditures and tracks budget variances by department.