



One Ship Canal Parkway • Buffalo • New York 14218 • 716-362-9550 • Fax: 716-362-9551
Web Site: www.cobey.com • E-Mail: cobey@cobey.com

Job Description

Title: Controller

Position Posted:

Report to: President

Job Location: Buffalo, NY

Job Summary: Responsible for the financial reporting, accounting functions and tax compliance of Cobey. Ensures all financial records are kept accurately accordingly to both internal and external regulations.

Duties and Responsibilities

- Preparation and review of weekly reports
- Support month-end closing processes and account reconciliation
- Ensure that revenue recognition is appropriate for jobs and reconciled on a monthly basis
- Ensure proper accrual of project costs on a monthly basis
- Perform quarterly inventory audits and if warranted audits on a more frequent basis
- Prepare capital expenditure forecasts, ROI studies
- Researching and reporting on factors influencing business performance
- Monitoring and interpreting cash flows and predicting future trends
- Record approvals and track actual expenditures
- Identifying cost reduction
- Identifying process improvement opportunities
- Analyzing vendors, competitors and market trends
- Develop financial management mechanisms to minimize financial risk
- Conduct reviews and evaluations for cost-reduction opportunities
- Responsible for managing the company's financial accounting, monitoring and reporting systems
- Liaising with auditors to ensure annual monitoring is carried

Knowledge, Skills, and Abilities

- General Ledger, Internal Controls
- Tax compliance and planning
- Budgeting, Management Reporting
- Managerial skills



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Credentials and Experience

- Bachelor's degree in Accounting
- MBA or CPA preferred
- 5 years related experience, manufacturing enterprise