

## Job Description

**Job Title: Controller**

**Department: Accounting**

**Reports To: VP, Accounting & Finance**

**Effective: 9/13/2021**

### Job Summary:

Controller is an accounting and support function within Landrum & Brown's global Accounting organization, located in the Corporate Office in Blue Ash, Ohio. The Controller has both direct and indirect supervisory responsibilities.

### Duties/Responsibilities:

- Month End Accounting Close Activities
  - Responsible for monthly closing in OneDeltek across all entities
  - Review account reconciliations, bank reconciliations, and other schedules
  - Calculate/ review standard journal entries and allocations required across all entities
  - Calculation of monthly bonus and income tax provision
- Financial Planning and Reporting
  - Complete monthly consolidated financial statements, supplemental information, schedules, and reconciliations in OneStream
  - Develop, Analyze and Maintain Budgets to support annual operating plan
  - Long term and short-term cash forecast
  - Financial Pro-forma analysis by entity, geography, service line
  - Profitability Analysis, Rate-review and project mix analysis
  - Supervision of Financial Analyst
- Tax and Audit Activities
  - Point of contact for domestic and international tax requests
  - Audit liaison, lead for preparation and completion of all audit requests
  - Monitoring completion of domestic and international business registration and local tax requirements (i.e. excise, gross profits, sales and use returns)
- Other departmental support
  - Supervision staff accounting positions (corporate)
  - Oversight of Accounting function for Australia and China
  - Cash management, payment prioritization and approvals for US, Australia and certain China payments.
  - Integration of acquisition accounting, cash transfer, general ledger activity
  - Support client proposal requests
  - Support special projects as required



**Required Skills/Abilities:**

- Advanced Microsoft Excel skills
- Strong verbal and written communication skills
- Excellent organizational and time management skills
- Ability to function well in a high-paced and deadline driven environment
- Strong prioritization skills
- Team oriented
- Ability to function well in a high-paced and deadline driven environment

**Education and Experience:**

- Five (5) years related experience preparing proposals and marketing material
- Bachelor's degree in finance or accounting, required
- CPA preferred
- 5+ years of progressive experience in general accounting
- 3+ years of supervisory experience in accounting function
- Integrated ERP experience, Deltek preferred
- Consolidation Software experience, OneStream preferred
- BI experience, Tableau or Power BI preferred
- Experience with budgeting and forecasting
- Architecture, Engineering or Construction background preferred

**Travel Expectations**

While consistent travel is not anticipated; situations may require travel to both domestic and international locations to coordinate project needs or to coordinate with members of the Global Accounting function that have office locations around the globe.

Our goal at L&B is to provide and maintain a work environment that fosters mutual respect, professionalism and cooperation. L&B is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, citizenship status, age, gender, marital status or any other characteristic protected by applicable federal, state or local law.

Nothing contained in this job description is intended to nor does it create a contract of employment for any specific duration. I understand and agree that my employment can be terminated with or without cause and with or without notice at any time at the option of either me or the company.

\_\_\_\_\_  
Employee's Name (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature