

# CONTROLLER

Memphis, TN

## *HAVE THE INITIATIVE TO GET THINGS DONE?*

Are you a proactive problem solver motivated by accuracy, accountability, and technology? Do you enjoy spearheading growth and effectively managing multiple priorities? If you answered "Yes!" to these questions, you may be exactly who we are looking for!

We are searching for a Controller in Memphis, TN to be responsible for leading all A/R, A/P, payroll, month end closing functions, and financial reporting of the company. This role reports directly to and works closely with the CFO to run the day-to-day financial operations of the company; accurately report past performance; budget, project, plan for future operations; and provide insight and foresight to equip the company for a healthy growth trajectory.

### **KEY RESPONSIBILITIES:**

- Assure proper internal controls are in place and operating to protect FA assets
- Monitor accounting processes to assure they are proper, functioning, and operating efficiently, effectively, and timely. This includes, but is not limited to, preparation of monthly financial statements; daily cash reports; tax reporting; customer billing; accounts payable and payment processing; payroll processing; payment processing; collections and accounts receivable coordinated with operating departments regarding past due collection efforts. expense reporting, coding, and approval of charges on company credit cards; setting up new projects
- Assist in the preparation of annual budgets and longer-term forecasts; work closely with department manager to determine the accuracy of budget and forecast estimates
- Maintain and monitor relationships with outside CPAs, attorneys, bankers, insurance carriers, and others
- Supervise and lead in a way that fulfills the Fisher Arnold mission and provides a positive working environment

### **QUALIFICATIONS**

**Education:** Bachelor's degree in Finance, Accounting, Business Administration, or related field (Master's preferred)

**Experience:** Minimum of 10 years of progressively responsible financial leadership with at least 3 years at the Controller or Accounting Manager level, experience with Deltek Vantagepoint ERP System is a plus

**Licensing:** CPA or CMA professional designations preferred

**Knowledge:** Extensive knowledge of service-based, job-cost accounting procedures

**Proficiencies:** Proficient with Excel, Job-Cost, and accounting systems, current with technology as it relates to a Controller position

**Skills:** Proven ability to function well in a fast-paced, and at times, stressful environment, strong analytical skills are required

Headquartered in Memphis Tennessee, we are a leading multi-disciplined, professional services firm that includes engineers, architects, planners, landscape architects, environmental scientists, surveyors, engineering technicians, CADD technicians, and construction observers. We have a solid reputation providing services to a diverse list of public and private clients, with branch offices in Chattanooga, Knoxville and Nashville, TN, Tallahassee and Chipley, FL, Houston, TX, Indianapolis, IN, and Jonesboro, AR.

**Fisher Arnold is an Equal Opportunity Employer, and we require all our new team members to work in a drug free environment and submit to an initial screening.**

**Our Mission:** To honor God in all our endeavors. To provide distinct, exceptional, and quality service. To maintain a work environment of mutual respect, support, and unity that provides for the well-being of all employees and their families. To promote the personal and professional development of each employee through continuing education, training, and technical advancement. To sustain and further develop the Company in a position of success, profitability, and security.

**Benefits:** We offer a competitive benefits package including:

- 401(k) with Company Match
- Health, Dental & Vision Insurance
- 160 Hours Annual Paid Time Off
- 9 Annual Paid Holidays
- Flexible Work Week (Half-Days Fridays)
- Employee Assistance Programs
- Flexible Spending Account
- Life insurance

## HOW TO APPLY:

Send your cover letter and resume in PDF format to [careers@fisherarnold.com](mailto:careers@fisherarnold.com) with "Controller" as the Subject Line. All correspondence regarding your application should be transmitted via email; no phone calls please. We look forward to hearing from you!



FISHER ARNOLD

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KNOXVILLE | CHATTANOOGA | JONESBORO | CHIPLEY | TALLAHASSEE  
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