

Job Title: **Controller**

Department: Administration



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Date Reviewed: 04/18/2017

Reports to: CFO / SITE LEADER

### **Overall Responsibilities:**

Responsible for the design, implementation and administration of financial policies and internal controls consistent with the goals and objectives of the company. Responsible for the accounting operations, reporting and analysis of financial results. All activities are to be in compliance with GAP and Government Tax Regulations.

Maintains an effective organization through the selection, training, development and engagement of all direct reports. Promotes open door policy, diversity, continuous improvement and a safe environment. Enforces adherence to all company policies, procedures and regulations.

### **Primary functions:**

1. Directs all accounting functions involving the general ledger, accounts payable, payroll, accounts receivable, cash management, budget and cost accounting, including the design of an organizational structure for achieving the department 's goals and objectives.
2. Ensures that all accounting transactions; payables, receivables, payroll, inventory, capital expenditures are properly recognized in compliance with GAP.
3. Maintains the Chart of Accounts.
4. Assures all accounting documentation is maintained in an orderly file system.
5. Prepares the internal Financial Statements.
6. Manages the preparation of the annual operational & capital budgets and periodic forecasts.
7. Calculates variances from the budget and reports to management leadership team.
8. Provides for a management cost system, reports and inventory controls.
9. Provides financial analysis as needed, for capital investments, pricing quotation decisions and contract negotiations.
10. Conducts financial evaluation of new products including analysis of NPV, IRR and payback.
11. Participates on the CMO's contracts revisions and in the preparation of new business quotes.
12. Assures Tax Grants compliance.
13. Comply with government reporting requirements and tax filings.
14. Participates on the Neol Pharma PR Group Organization evaluation looking for efficiencies, tax exemptions maximization and support structures that promotes the growth and success for the enterprise.

### **Secondary functions:**

- Coordinates the provision of information to external auditors for the annual audits.
- Participates as a member of the Savings Plan Committee.
- Performs other duties as assigned.

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**Supervisory Responsibilities:**

Sr. Cost Analyst, Cost Accountant, Sr. Financial Analyst, General Accountant & Accounting Technician

**Minimum Requirements:**

- Bachelor's Degree in Business Administration (Finance or Accounting)
- CPA or MBA highly desirable
- Eight to ten years' experience in all phases of finance, including cost accounting, financial planning and control, budgeting and cash management in the pharmaceutical industry
- At least five years as a Director or Controller

In depth understanding/knowledge of:

- GAP's and GMP's
- Computer Literacy (Microsoft Office, Business Application)
- Excellent communication skills in English and Spanish
- Strong communication skills (written and verbal)
- Analytical skills
- Proven experience in coaching, leading and managing individuals and teams.

**Other Requirements:**

- Must possess flexibility to respond to constantly changing conditions and priorities

**Disclaimer:**

This description is based on management's assessment of the requirements and functions of the job as of the date this description was approved. It is a general guideline for managers and employees, but it does not necessary purport an exhaustive list of all the elements of the job. Management reserves the right to modify the description at any time, or to vary the duties and responsibilities of the job as per changes in the business strategy or needs.

Name	Signature/Date
Prepared/Reviewed by: _____ Supervisor/Manager of the Department	
Approved by: _____ Next Level Management	