

Job Title: Controller

Status: Exempt

Department: Accounting

Reports to: CFO

Office Hours: 8:30 a.m. - 5:30 p.m., Monday –Friday, On-Site, Middleburg Heights

Company Summary

Codonics is a global business, providing healthcare with some of the most advanced patient safety and medical imaging products in the world from our headquarters in Cleveland, Ohio. Since 1982, Codonics has experienced exciting growth and award-winning achievements. Today, we are represented in 110 countries with more than 50,000 product installations in renowned, cutting-edge medical facilities throughout the world. Our commitment to provide innovative products and market-leading solutions is changing the face of healthcare. Driven by our passion to engineer products that improve medication safety so significantly they are recognized as a standard of care throughout the world, our extraordinary team of employees is highly enthusiastic and ultra-focused on improving patient outcomes. To learn more about Codonics, visit www.codonics.com.

During the pandemic, Codonics expanded manufacturing to provide contract manufacturing, increasing our manufacturing employment. We expanded our product line with solutions that brought mobile DR to the bedside for diagnosis, helped keep common high-touch surfaces in the hospital environment free of pathogens and virus transmission with a UV-C disinfection device (which we also implemented throughout critical areas of our own headquarters to keep employees safe), and added functionality to our Safe Label System that helped safely label and distribute vials and syringes from vaccine distribution points anywhere in the hospital.

Job Summary:

Assist CFO with the financial affairs of the organization and with preparation of financial analyses of operations. Continue development of, coordinate, and administer the financial, budgetary, forecasting, tax and government reporting functions of the company.

Duties and Responsibilities:

- Proper and timely reporting to CFO and others in the organization.
- Review company financial statements for accuracy and clarity.
- Manage finances of separate corporations.
- Manage designated accounting department personnel.
- Reviews accounting generated journal entries on a monthly basis.
- Performs and/or reviews monthly balance sheet account analysis.
- Performs budget vs. actual analysis for on a quarterly basis.
- Coordinate cash management activities. Reviews cash and approves disbursement requests prior to check or electronic disbursements.
- Monitors projected cash flow and appropriate current borrowing line
- Governmental specific tax compliance and reporting such as census, estimated tax & benefits returns.
- Advise CFO on desirable operational adjustments due to tax code revisions.
- Manage acceptance of letters of credit and issuance of credit. Customer credit review and credit relationship maintenance. Perform credit review of international distributors.
- Monitors delinquent A/R, handles ad hoc escalation as necessary.
- Vendor financial reviews as requested. (infrequent)
- Prepares vendor analysis reports and communicates findings with Purchasing Manager.
- Manage company annual budget including periodic forecasting and analysis. Prepare and assist with annual forecasting & updates.

- Manage inventory and cost accounting, income tax compliance, month-end and year-end accounting functions.
- Inventory purchase forecasting and investment.
- Monthly review, analysis & reporting on investment in inventory.
- Prepares annual budget for equipment expenditures and tracks budget variances by branch.
- Review of expenses to reduce costs.
- Coordinate the month-end, quarter-end and year-end closing process.
- Advises on production costing policies and methods.
- Physical asset investment/reporting policies and procedures.
- Consult with all segments on policy or action that impacts accounting.
- Assist with ongoing development of systems, policies and controls.
- Any and other duties as assigned

Required Skills:

- Strong talent, character, highly skilled, and commitment to excellence and ongoing professional and personal growth
- In-depth knowledge of accounting principles and methods with the ability to apply such knowledge to the accounting function.
- Strong working knowledge of computerized accounting, manufacturing, federal and state taxation, spreadsheet and word processing packages.
- Executive management, leadership & team building skills with the ability to deal with all levels of personnel in the organization, as well as third parties and international personnel.
- Excellent project management skills with the ability to complete projects on time.
- Exceptional communication skills with domestic and international personalities.
- Proficient knowledge of Excel, problem solving and analytical skills required

Optional Skills:

- Familiar with GMP, FDA, ISO and quality system/regulatory environments.
- Experience in organizational and information systems development, design and execution, with prior experience in executive management of multinational firm in growth environment.
- Personnel mentoring, problem resolution, and strategic alliance formation

Education and Experience:

- Bachelor's degree in Accounting, CPA or MBA preferred.
- Controller experience or broad CPA experience preferred.
- Minimum of 8-10 years experience in all aspects of accounting.

Codonics is an Affirmative Action, Equal Opportunity Employer – M/F/Disabled/Veteran