



## Position:

Financial Controller

## Reports To:

Vice President & CFO

## Location:

Boise, ID

## Status:

Full Time, Exempt

## General Summary:

The primary purpose of this position is to manage and direct daily accounting activities; ensuring that proper accounting and recording of company transactions are performed in an accurate and timely manner; and producing financial and other key reports for management. The incumbent Financial Controller will also be in a position to be considered for the Vice President/CFO position in the future.

## Essential Job Functions:

### Lead the Accounting Department staff and financial functions

- Responsible for the preparation of the company's financial statements.
- Supervise the activities of all the accounting staff [A/P, A/R, Payroll].
- Oversees month-end closing and year-end closing and coordinates and assigns duties to the accounting staff as needed.
- Maintain Sage Accpac accounting systems and Sage Fixed Asset software to ensure the proper, complete, and accurate record-keeping of accounting company transactions are performed within the Generally Accepted Accounting Principles (GAAP).
- Evaluates departmental performance and makes adjustments to daily operations when needed to ensure the department meets overall goals and objectives.
- Provides training, guidance, and direction to employees to ensure work is performed in an efficient, timely, and knowledgeable manner.
- Update contracts with the company's members and communicates changes to members accounting staff.
- Works directly with Sales Department and Operations Department on new, modified, and disconnect sales orders.
- Prepares and provides financial statements, sales reports, commission reports, analysis, and other reports on a scheduled or unprompted basis.
- Maintains and reconciles the fixed assets to the general ledger of the company.
- Prepare multiple state agency reports for tax purposes.
- Confers with upper management about budgeting and reviewing strategies to meet overall goals and objectives.
- Maintains good corporate relations with customers, vendors, banking institutions, auditors, owner companies and other affiliates.



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- Works closely with financial institutions concerning banking activity changes, enhancements and charges.
  - Produces the quarterly and annual Federal Universal Service Fund (FUSF) filings.
  - Manages Rural Health Care and Schools and Library customers' participation in USAC funding/reimbursement.
  - Works on special projects as needed.
  - Administrator for LaserFiche Document Repository system.
  - Responsible for general liability insurance renewals and amendments.
  - Workers Compensation reporting.

**Performs the accounting functions for Idaho Optical Transport Association (IOTA), a separate non-profit company**

**Manages all payroll activities**

- Prepares and submits the bi-weekly payroll to ADP for processing.
- Post payroll numbers to accounting system.
- Works with the President/CEO and/or VP for Sales & Marketing to determine monthly commissions to be accrued and paid out to the sales team.
- Keeps record of all employee vacation requests and time-off accruals.
- Updates payroll system for salary changes, benefit changes, wage garnishments and new hires.
- Alerts employees of quarterly timeframe for which they can change their 401K election.
- Ensures that 401K contributions are made accurately and timely.
- Produces and reviews payroll reports for/with CFO.
- Provides year-end wage information to NTCA for 401K compliance.

**Works directly with external auditors during the annual year-end audit**

- Coordinates year-end audit with external auditors and assists in the preparation of audit schedules, data, and information.
- Works closely with the accounting staff to coordinate efforts to provide needed information for the auditors.
- Ensures required information is readily available.
- Maintains the scope of the audit within the prescribed boundaries.
- Conducts internal audits of processes, records and information.
- Directs the implementation of needed corrections as determined by audit.

**Perform other duties as assigned by the VP/CFO**

**Knowledge, Skills, and Abilities:**

- Knowledge of Generally Accepted Accounting Principles
- Knowledge of computer based spreadsheets and reporting
- Knowledge of general office practices and procedures
- Skill in public speaking
- Skill in written communications
- Skill in operating various office equipment
- Must have spreadsheet reporting skills



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- Must have managerial skills and be able to function in a supervisory role
  - Knowledge of contract law
  - Must be able to maintain confidentiality
  - Must be able to prioritize work to meet scheduled deadlines while handling multiple tasks
  - Must have excellent accounting skills, strong organization and communication skills
  - Ability to function as a team player
  - Ability to function in a leadership role
  - Ability to work with scheduled deadlines
  - Hold a valid driver's license

## Education and Experience:

- Bachelors Degree in Accounting is required (from an AACSB accredited Business School)
- CPA is required
- Masters Degree preferred (from an AACSB Accredited Business School)
- 5 – 6 years financial closing experience (month-end and year-end) required
- Minimum ten years of progressive accounting experience
- Minimum three years supervisory experience is required

## How to apply:

If you are qualified and interested in this position, please send your cover letter and resume to: [resumes@syringanetworks.net](mailto:resumes@syringanetworks.net) or fax to (208) 229-6110 Attn: Human Resources

## About Syringa Networks:

Syringa Networks specializes in custom network solutions for businesses, providing a wide range of networking services throughout the region. Delivered over a purpose-built self-healing fiber optic network, services are available at a range of speeds from T1 to OC-192 and Ethernet at data rates ranging from 1 Megabit (Mb) to 10 Gigabits (Gbs). The regional company also offers Dedicated Internet Access (DIA), MPLS, SONET, DWDM, ATM/Frame, Fiber-to-the-Tower, and Network Equipment sales.

Syringa Networks is a privately held Idaho corporation and is headquartered in Boise, Idaho, with additional offices in Idaho Falls, Idaho, and West Valley City, Utah.

*This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others and which impose undue hardships on the organization. Furthermore, job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*