



Job Description/Posting

Job Title:	Controller	Department/Group:	Executive
Reports To:	CEO/President	Position Type:	Salaried/Full Time
Headquarters Location:	Lebanon, NH	Fair Labor Standards Act (FLSA):	Exempt
Level/Salary Range:	\$130,000-\$150,000 annual	Travel Required:	Occasional
HR Contact:	VP of HR, Operations and Compliance	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
E-mail: cindi.taylor@lyme.com		Mail: Cindi Taylor / CONFIDENTIAL Lyme Technology Solutions 240 Mechanic Street, Suite 301 Lebanon, NH 03766	
Job Description			
<u>JOB SUMMARY:</u> The Controller will plan and direct all financial and accounting operations of the company. The ideal candidate will provide leadership and coordination of company financial planning, debt financing, and budget management functions; as well as ensure company accounting procedures conform to generally accepted accounting principles. Major Functions/Accountabilities • Oversee all accounting operations including A/R, A/P, GL, Cost Accounting, Inventory Accounting, and Revenue Recognition. • Maintain a documented system of accounting policies and procedures; implement a system of internal controls over accounting transactions to minimize risk. • Coordinate and direct the preparation of the budget and financial forecasts and report variances to management. • Recommend benchmarks that will be used to measure the company's performance. Provide financial analysis of same. • Prepare and publish timely monthly financial reports; ensure that the reported results comply with generally accepted accounting principles. • Coordinate the preparation of regulatory reporting. • Research technical accounting issues for compliance. • Oversee month-end and year-end close processes. • Ensure quality control over financial transactions and financial reporting. • Manage and comply with local, state, and federal government reporting requirements and tax filings.			



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- Work with external auditors and provides needed information for the annual audit.
- Oversee the operations of the Accounting Department, which include accounts payable, accounts receivable, bank reconciliations, and payroll.
- Provide leadership to and supervision of the Accounting Department.
- Oversee training programs and identify training needs of self and Accounting Department.
- Establish strong, professional relationships with customers, prospects, coworkers, and vendors, based on solid rapport and trust
- Adhere to Lyme policies, code of ethics and conduct, and standard of doing business
- Demonstrate a commitment to continuing professional and personal development through:
 - Active participation in and support of Lyme's ongoing development and training efforts
 - Obtaining appropriate service and/or sales certifications
 - Remaining current in industry trends through relevant training, trade show attendance, reading of trade journals, etc.
- Other duties as assigned by the CEO

Skills/Qualifications:

- Advanced degree in Accounting, Finance, or related field and/or CPA certification required.
- Proven experience as a Controller or similar role, preferably in the public sector.
- Extensive experience with NetSuite.
- In-depth knowledge of corporate finance and accounting principles, laws, and best practices.
- Solid knowledge of financial analysis and forecasting.
- Proficient in the use of MS Office and financial management software (e.g., NetSuite).
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Attention to detail and problem-solving ability.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Able to travel as needed.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed in this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skill required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

Lyme is an Equal Opportunity Employer. [Mandatory Postings](#) (Update the link to Lyme website page when available)

Reviewed By:		Date:	
Approved By:		Date:	