

## **Come join our team!**

For over 40 years, Fire Security Electronics & Communications, Inc. has designed, engineered, inspected, serviced & installed integrated life safety systems for commercial, industrial & institutional applications throughout the State of Arizona. FSEC's success is attributed to its strong commitment & dedication to customer service through our quality installations & reliable service. This team driven philosophy remains our prime focus each and every day.

### **Job Summary:**

Controller will assist with the financial operations of the company including budgeting, planning, investing, and other financial matters.

#### ***Supervisory Responsibilities:***

- Oversees the operations of the Accounting Department, which include accounts payable and accounts receivable.
- Implements internal control policies and procedures for all financial activities.
- Oversees training programs and identifies training needs within the department.

#### ***Duties/Responsibilities:***

- Processing of weekly payroll
- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Bank Reconciliations
- Prepares periodic financial reports; ensures that the reported results comply with generally accepted accounting principles (GAAP).
- Recommend benchmarks that will be used to measure the company's performance.
- Produces the annual budget and forecasts; reports significant budget differences to management.
- Provides financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations.
- Works with external auditors and provides needed information for the annual audit.
- Files quarterly and annual reports with the Securities and Exchange Commission.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

#### ***Required Skills/Abilities:***

- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient in accounting and tax preparation software.

- Proficient in Microsoft Office Suite or similar software.

*Education and Experience:*

- Bachelor's degree in Accounting or Business Administration required.
- Five years or more of related experience required.
- Certified Public Accountant or Certified Management Accountant designation preferred.

*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.

Background Check Required

Please send resumes to [careers@fsec.net](mailto:careers@fsec.net) or apply on our website [www.fsec.net](http://www.fsec.net)