

**DEPARTMENT: Administration**  
**POSITION: Controller**  
**CLOSING DATE:**  
**STATUS: Temporary full-time**  
**SALARY: Commensurate with experience.**

RG Media Company has an immediate opening for a temporary full-time Controller.

Under the general direction of the Publisher, the Controller has overall responsibility for all local financial functions including financial planning, analysis and monthly reporting, maintaining local internal controls, reporting the monthly results, bank reconciliations, journal entry posting and compliance with policies.

Applicant should have a BS/BA degree in Accounting, Finance, or Business Administration or equivalent business experience and three to five years of progressive financial management experience. Salary range is \$60,000 to \$75,000 commensurate with experience.

Qualified applicants should submit an application, resume and cover letter electronically to [rgjob.applications@registerguard.com](mailto:rgjob.applications@registerguard.com). Applications and complete job description available at <http://projects.registerguard.com/pages/rg-jobs/>

All employment offers are contingent on the results of a pre-employment drug screening.

## CONTROLLER

### GENERAL STATEMENT OF DUTIES:

Provides financial planning, analysis functions and overall financial responsibility at the local property. Mentors and develops local finance team. Works tenaciously toward stretch goals and property financial performance.

### DISTINGUISHING FEATURES OF WORK:

The Controller has overall responsibility for all local financial functions including financial planning, annual budgeting, analysis and reporting, maintaining local internal controls, reporting the monthly results and compliance with policies.

### SUPERVISORY AND ADMINISTRATIVE AUTHORITY:

Under the general direction of the local Publisher, the Financial Director is responsible for all aspects of local financial planning, analysis and reporting, including monthly forecasts and the annual plan; works closely with support staff to ensure timely and accurate financial transaction processing; participates in driving local strategies, developing sound business plans and tracking progress; responsible for the review and analysis of local financial statements, corporate reporting requirements and internal management reports and deliverables; completes the month-end close process and monthly financial statements; responsible for all local capital management, including planning, forecasting and analysis; responsible for internal and external audit compliance support.

### PHYSICAL REQUIREMENTS:

Requires manual dexterity to operate a personal computer; good hearing and visual acuity; ability to sit for extended periods of time. Ability to communicate effectively with internal/external contacts; ability to work long hours as needed; periodic overnight travel to regional location may be required.

### RECRUITING REQUIREMENTS:

#### Knowledge of:

- the principles of accounting and fiscal management;
- the methods, procedures, techniques, resources and requirements of accounting and fiscal management;
- understanding of newspaper systems, interactions and financial processes;
- the laws, regulations and Company policies governing fiscal administration, audit and budget procedures;
- the principles and techniques of effective supervision;
- the management of personnel, resources and services;
- the technique of effective communication.

#### Skill in:

- solid accounting knowledge base;
- strong analytics;
- financial systems understanding;
- ability to use computer and related application software;
- proficient in the use of Excel spreadsheets, word processing, database and reporting software.

#### Ability to:

- deliver results through disciplined actions and strong work ethic;
- lead by example and ensure that individual and team goals are aligned with company objectives;
- make tough and informed decisions rapidly;
- plan, organize and supervise Company budget and fiscal activities;
- perform detailed work involving written or numerical data;
- make independent determinations on basic accounting problems;

- assign and supervise work of subordinate personnel;
- prepare complete and accurate accounting and fiscal reports;
- establish and maintain cooperative working relationships with other department heads, and subordinate employees;
- analyze problems and plan and implement new or revised plans and operational procedures.

EXPERIENCE AND TRAINING:

BS/BA degree in Accounting or Finance or equivalent experience; three to five years of progressive financial management experience.