



## Job Description Controller

**Job Title:** Controller  
**Reports to:** Chief Financial Officer  
**Location:** Tampa

**Department:** Finance  
**Effective Date:** TBD

### About VU Technologies

VU is a state-of-the-art virtual studio network with stages certified for virtual production located across the country. VU provides the studio, the technology, and the resources to make virtual production a seamless process, enabling all creatives to make more content, faster with more control over their filming environment, budget and timeline. With capabilities in the build-out of custom LED volume and LED wall solutions as well, VU offers the ability for clients to rent or own the virtual production solution that best fits their needs.

### Overview

The Controller will be responsible for all accounting and reporting activities including staff supervision and leadership. The Controller will be responsible for Financial Reporting, Tax, Audits, and other projects. The Controller will lead the day-to-day accounting operations with functional responsibility for general accounting, accounts payable, accounts receivable and payroll. The Controller will report to the Chief Financial Officer and work closely with Senior Management in supporting the goals and objectives of the business.

In addition, the Company is migrating its accounting functions from a third-party provider to in-house and the Controller will be responsible for managing this transition. The Company also manages its Human Resource and payroll functions through a PEO.

### Responsibilities

- Accounting Leadership
- Manage all aspects of accounting including general ledger, revenue recognition, accounts receivable (billing, cash receipts, collections), accounts payable, cost accounting, payroll, financial statement preparation, tax compliance, and various ad hoc analyses as requested.
- Maintain accounting system (QuickBooks), ancillary support systems (Bill.com, Expensify, Flex)
- Manage the month-end close and financial reporting processes ensuring timely and accurate financial statements including the consolidation of international entity
- Preparation of annual financial statements and disclosures
- Coordinate all audit activity including annual financial statement audit
- Maintain documented system of accounting policies and workflow processes
- Ensure compliance with appropriate GAAP standards and regulatory requirements (e.g. ASC 606). Prepare and communicate technical accounting memorandums as required



- Continuous process improvement including analyzing / identifying gaps in internal controls and implementing appropriate processes to rectify
- Monitor debt levels and track and report on compliance with debt covenants. Comply with local, state, and federal government reporting requirements and tax filings in the US and foreign jurisdictions
- Provide financial analysis as needed
- Support the annual planning process

### **Job Requirements, Skills and Qualifications**

- Bachelor's degree in accounting or finance related field
- Ideal candidate has 5+ years as an accounting manager or controller
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA)
- Well-developed leadership skills including the ability to inspire others, set direction, achieve results through others, manage change, coach and supervise
- Experience with QuickBooks or similar software; excellent Excel skills; experience in Google Office Suite; Access database other system knowledge
- Demonstrated process improvement expertise
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, and Generally Accepted Accounting Principles (GAAP)
- Excellent written and verbal communication skills
- Analytical ability to develop and implement improvements or recommendations
- Proactive and hands-on style with ability to lead by example – no job too big/no job too small type of mentality

Vu Technologies provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

For additional information, visit our website at [www.vustudio.com](http://www.vustudio.com).

Vu offers the following Benefits to its employees:

- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance
- Paid time off