**Description**

FlexEnergy is a privately-held, New Hampshire-based manufacturer of the highest quality and most robust small gas turbine generators and heat exchangers available. Via a collaborative sales process, FlexEnergy works with each customer to provide clean, reliable, and flexible solutions. FlexEnergy’s 250kW, 333kW, and 1.3MW gas turbines provide highly reliable, low maintenance, and low emissions electricity and heat to global customers, often in remote areas where the electric grid can be unreliable, expensive, or altogether absent. Developed over the course of two decades by Ingersoll Rand before being acquired by FlexEnergy in 2010, FlexEnergy turbine technology provides the cleanest source of cost effective power and is uniquely suitable to a wide range of power generation requirements. FlexEnergy’s innovative and compact heat exchangers create value from heat that would otherwise be wasted.

**Position Objective**

* Lead and Manage month-end and year-end closing of the books.
* Prepare month-end financial and management reports including a review of Income Statement and Balance Sheet.
* Protect company assets by maintaining adequate internal controls.
* The expectation is that reports will be prepared accurately and timely with any unusual items brought to the attention of the CFO.

**Principal Responsibilities**

The Controller must be able to understand multiple accounting systems and be able to leverage and communicate with all levels of the organization to:

* Participate in month-end and year-end closing of the books for account reviews, variance analysis, and preparation of journal entries
* Timely produce the financial statements and comprehensive reports for management decision making
* Ensure Financial statement in compliance with accounting and other legal requirement
* Ensure adequate internal control in the accounting process
* Understand and use of financial package systems
* Prepare reports as required by Corp., Statutory or Management which may include the year-end federal and state tax packages and special government survey reports
* Contribute to the monthly Forecast and the preparation of the Operating Plan and Strategic Plan
* Monitor and control capital and work order expense accounts to ensure they represent approved budgeted spending and potential over spending is brought to the attention of the VP Finance
* Maintain the fixed asset system to properly record fixed assets and their depreciation.
* Provide Innovative Financial Analysis to manage Cash Flows, & Adequate use of Resources, in order to anticipate the changing demands of the business.
* Promote teamwork within the department. This includes working openly and freely with all others in the department, being open to suggestions and new ideas, and free to voice opinions/ideas covering all areas. This also includes bringing to the attention of the VP Finance any roadblocks he/she encounters towards working as a team
* Present Monthly, Quarterly, and Annual Financial Results to Management Team.
* Review Product Costs to ensure accurate costing of Finished Goods, Raw Materials, and Outside Services.
* Project Cost Tracking for Special Orders, Engineering, & Heat Exchanger Products.
* Review and Analyze Payroll, Benefits, Workers’ Comp., and Overtime
* Manage Vendor Relationships thru effectively communicating with suppliers and the supply chain group to ensure timely delivery of materials and services while effectively managing the cash flows of the business.
* Communicate with our customers regarding the planning of incoming payments & progress billings.
* Play a leading role in the annual financial audit exercise alongside our external auditors
* Play a leading role in the annual tax filings alongside our external tax advisors
* Play a leading role in the annual renewal of company insurance policies along our external insurance brokers.
* Annual Review of Benefits Package, and Payroll Services to ensure comprehensive robust benefits & services.
* Lead the Annual Review of Standard Costs, & Manage the Physical Inventory Process.
* Manage Banking, & 3rd Party Freight relationships.

**Problem Solving:**

* Position ensures transactions adhere to GAAP (Generally Accepted Accounting Principles)
* Problems should be addressed with possible resolutions to the issues
* Be able to lead without formal authority
* Positive attitude and proactive approach
* Need to be flexible and creative as required in a new setup environment

**Critical Competencies / Experience:**

Knowledge

* Should possess solid understanding of accounting principles as well as PC and software skills (Microsoft Office Suite, including Word, Excel, PowerPoint & Access).
* Strong team work ethic

Formal Education Requirement

* 4 Year Accounting Degree

Minimum Years of Experience

* 4-6 Years’ Experience

**Company Profile**

FlexEnergy Inc. (www.flexenergy.com) designs and manufactures an innovative product line of gas turbines which produce clean power with near-zero emissions from a broad range of fuel sources. Through its offices in the U.S., Europe and Asia, FlexEnergy employees provide comprehensive expertise in several markets, including Oil & Gas Production, Cogeneration, and Biogas.

**Compensation and Benefits**

We offer a competitive compensation and benefits package including medical, dental, vision, flexible spending account, life and disability insurance, and a 401K plan (with company matching).



FlexEnergy Energy Systems, Inc. is an equal opportunity employer

**E-mail inquiries & qualifications:** [hr@flexenergy.com](mailto:hr@flexenergy.com)

**Please include “Controller” in the subject line**