



## JOB DESCRIPTION

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Job Title:	Controller	Approved:	10/1/2020
Job Classification:	Salary	FLSA Status:	Non-Exempt
Department:	Finance	Reports To:	CFO
Work Location:	Vista, CA		

### **FLUX POWER, INC.**

Flux Power develops advanced lithium-ion batteries for industrial uses. Flux Power solutions utilize its proprietary battery management system (BMS) and in-house engineering and product design. Flux Power batteries deliver improved performance, extended cycle life and lower total cost of ownership than legacy lead-acid solutions. Flux Power sells primarily to lift equipment OEMs, their dealers and battery distributors. Current products include advanced battery packs for motive power in the lift equipment and airport ground support equipment markets.

### **Job Summary:**

We are looking for a Controller, with relevant experience to assist in SEC Reporting and Technical Accounting, who reports to the CFO. You would be responsible for external financial reporting to the SEC including 10Q, 10K, and proxy statements. The role will serve as the technical accounting subject matter expert and will need to keep up to date on various new and existing accounting pronouncements.

### **Essential Duties and Responsibilities:**

- Manage the timely and accurate preparation of all external financial reports, including those filed with the SEC on Form 10-Q, 10-K, and 8-K, ensuring financial statements are in accordance with GAAP guidelines
- Prepare and manage the quarterly SEC reporting calendar, including coordination with external auditors, executives, finance, legal and investor relations departments
- Coordination and oversight of the Financial Statements to include, Balance Sheet, Income Statement, Statement of Cash Flows, footnotes, and MD&A
- Responsible for the preparation and compiling of supporting documents for all SEC filings, ensuring the process follows SOX as relevant
- Develop and monitor external reporting process, including the review of the Company's process narratives and policies
- Research new and proposed accounting standards issued by the SEC and FASB, and document technical issues impactful to the Company
- Stay abreast of changes and activities within the Company and industry to ensure their effects are properly reflected the Company's financial statements
- Partner with cross-functional teams to prepare relevant materials and presentations consistent with SEC filings, including analyst presentations and other materials
- Major participant in quarterly reviews and annual audit of financial statements by external auditors
- Assist in or lead in special financial projects

### **Required Education and Skills:**

- CPA Required
- Minimum of 5 years in public accounting

- Minimum of 3+ years of direct experience with SEC reporting and preparation of financial statements and footnotes of public companies
- Strong US GAAP and SEC regulatory acumen and understanding of financial reporting requirements (including those around 8-Ks, 10-Qs, and 10-Ks)
- Ability to take initiative and communicate effectively in a rapidly growing company
- Experience researching technical accounting
- Excellent MS Excel and Word skills
- Excellent verbal and written communication skills

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Benefits:**

- Medical, dental and vision insurance options
- 401K Plan
- Life Insurance
- Paid Time Off
- Holidays

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*\*\*\*Flux Power is proud to be an equal opportunity employer committed to providing employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability, or any other class protected by Federal, State or local laws. Flux Power complies with all employment eligibility verification requirements of the Immigration and Nationality Act and all must have the authorization to work in the US.*