

Job Title: Controller
Department: Accounting and Finance
Reports To: Director of Financial Reporting
FLSA Status: Exempt

About Us

Founded in 1997, Vuzix (NASDAQ: VUZI) is a growing, dynamic company that specializes in the design, manufacture and sale of smart glasses and augmented reality (AR) technologies and products for the enterprise and consumer markets. Company products include wearable displays and computing devices that offer a portable, high-quality viewing experience for applications in augmented reality, digital information, utility, and entertainment.

Position Summary for Controller:

- Oversee the operations of the accounting department, which include accounts receivable, accounts payable, fixed assets and all necessary account reconciliations
- Maintain the chart of accounts and an orderly accounting filing system
- Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results
- Manage the production of the annual budget and forecasts
- Ensure that the systems of controls are maintained over accounting transactions and assist in evaluating accounting and internal control systems
- Assist with the preparation of monthly, quarterly, and annual financial statements
- Coordinate the provision of information to external auditors
- Perform periodic KPI and variance analysis
- Ensure compliance with local, state, and federal tax filings
- Supervising, hiring, training, and retaining skilled accounting staff
- Oversee the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures

Essential Duties and Responsibilities (not all inclusive):

Daily Tasks:

- Process Web store credits/order cancellations
- Review and post journal vouchers
- Assist purchasing and other departments with guidance for GL coding of purchase requests
- Backout receipts and invoices as need for corrections/adjustments

Weekly Tasks:

- Execute posting of recurring journal entries
- Assist with reconciliation of various vendor accounts
- Review Open Items list for past due POs, open credit memos and lagging invoices for Good Receipts POs

Monthly Tasks:

- Revenue and margin reporting for management
- Review GL transactions for correctness and prepare variance analysis against budget
- Ensure department's compliance with monthly and quarterly close checklist

Competencies:

To perform this job successfully, an individual should demonstrate the following competencies:

- **Written Communication** – Read and interpret written information effectively, write clearly and concisely, adapt writing style for different audiences.
- **Verbal Communication** – Give focused attention to what others are saying, take time to understand what is being said and respond when appropriate without interrupting, speak clearly and effectively express ideas and opinions, adapt and react professionally in both positive or negative situations.
- **Teamwork & Collaboration** – Balance team and individual responsibilities, consider others' views objectively and with openness to changing your own, give and encourage feedback, contribute to a positive team dynamic, prioritize team success over personal interests, work effectively across departments toward company goals.
- **Professionalism** – Interact with others in a considerate manner, follow through on commitments, react well under pressure and preserve confidentiality, control emotions, and accept responsibility, maintain focus on solutions and treat others with respect and consideration regardless of their status or position.
- **Motivation & Initiative** – Demonstrate persistence and ability to adapt to changes in daily workflow and overcome obstacles, ask for and offer help when needed, work independently when required, volunteer readily and look for ways to improve and create successful outcomes, positively contribute to overall work environment.
- **Respect & Integrity** – Treat people with respect, work ethically and with honesty and integrity, inspire the trust of others, demonstrate appreciation and sensitivity for cultural differences, help promote inclusion and understanding of the value of diversity, embrace differences and support a harassment-free environment.

Minimum Qualifications:

- Bachelor's degree in Accounting or Business Administration
- 8 – 10 years or more of related experience
- Certified Public Accountant
- Proficiency with Microsoft Office suite

- Skilled in all accounting disciplines, including financial reporting, cost accounting, budgeting and forecasting
- Strong written and verbal communication skills.
- Strong understanding of GAAP requirements

Preferred Qualifications:

- Knowledge of SAP Business One
- Public Company/SOX experience
- Manufacturing experience
- ERP custom report writing
- State Sales tax reporting

Supervisory Responsibilities: This position has 2-3 direct reports.

Travel:

- Primarily in an office environment. May be expected to travel as needed to company subsidiaries, as well as to potential acquirees to conduct due diligence. Periodic weekend or evening work is expected.

Physical Demands:

- Frequently required to sit, speak, hear, see, and perform repetitive motion (data entry). Occasionally required to lift or carry (10 lb. minimum). Reasonable accommodations will be made if possible.

Vuzix Corporation is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. We are committed to recruiting and employing the best talent available.