

# FiberLync

(ORANGE COUNTY BROADBAND AUTHORITY)

## Controller

### POSITION ANNOUNCEMENT

FiberLync is seeking a full-time Controller to oversee its financial operations under the direction of the FiberLync Program Manager. This is a unique and exciting opportunity for an individual with a broad base of skills to grow with the organization from the ground up. Join us in our mission to make affordable and reliable high-speed broadband available to the citizens of Orange County.

#### TYPICAL DUTIES

Duties include, but are not limited to, the following:

- Maintains accounting unit, including general ledger, payroll, accounts payable, revenue and expense recording, fixed assets, purchasing modules of systems, etc.
- Assists with development and administration of the annual budget; Oversees and assists with payroll processing and issuance of W2s; oversees quarterly and annual filing of various state and federal reports related to accounting, financing, and payroll.
- Coordinates the month and year-end close of the general ledger, including distributing revenue and expense reports.
- Oversees accounts payable process, including issuing checks to vendors, reviewing, and approving bill payment and issuing 1099s.
- Acts as primary contact for the audit firm; ensures the FiberLync audit is completed as required.
- Oversees compliance with travel, petty cash, procurement, and credit card policies, monitors and reports on cash flow.
- Functions as main point of contact for various banking and financing relationships for OCBA.
- Ensures compliance with State and Federal financial reporting guidelines and disclosure requirements.
- Directs purchasing system; ensures compliance with procurement policy; assists with development of RFPs and IFBs, including issuing purchase orders.

#### EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in business, finance, accounting or related field and considerable experience in financing, business or accounting or equivalent combination of education and experience.

#### WORKPLACE LOCATION

Orange County, VA

**Hiring Range is \$65,000 - \$95,000, Depending on Qualifications.**

Position is open until filled; the first review of applications will begin on October 15, 2020

Applications and a complete position description are available by email request to [icord@FiberLync.net](mailto:icord@FiberLync.net) or calling 540-661-5345 EEO.

[FIBERLYNC APPLICATION](#)