



## Controller Lititz, PA

### Controller

Upstage Video, a highly successful, fast-paced and growing organization, has made its mark as one of the most respected LED and Video Production companies in the nation. Founded in 2005, we specialize in the rental of both indoor and outdoor LED video walls, mobile LED trailers and multi-cam production, actively staying on the leading edge of technology. Upstage Video has the expertise in, and a commitment to, creating a successful event experience for all types of events, whether it is a nationwide concert tour or a one-day corporate event. Our technicians are some of the best in the field, and their project management style focuses on the importance of discussing and addressing details in order to ensure customer satisfaction. We are headquartered on the Rock Lititz Campus in Lititz, PA with a second location in Los Angeles, CA. We are a high energy Company promoting a fun and collaborative work environment.

**Reports to:** President & CEO

**Location:** Lititz, PA

The controller position is responsible for planning, directing, and coordinating all accounting operational functions including the preparation of internal and external financial reports and is the liaison with operations and management. The position is also responsible for maintaining and evaluating a comprehensive set of internal controls over financial reporting and ensuring that reported results comply with generally accepted accounting principles. This position will provide analytical support to the management team to drive improvements to operations and financial results. The ability to effectively communicate, identify financial trends, and employ strategic initiatives is integral in this role. Cash and risk management and human resource functions are also responsibilities of the controller.

### What You'll Do:

- Promote energy, collaboration, and culture throughout the organization.
- Oversee accounting department and staff including all transactions and reconciliations.
- Work with production personnel and ensure accurate job costing.
- Manage company insurance policies, renewals, and claims processing.
- Maintain a relationship and coordinate annual financial and tax filings with CPA firm.
- Coordinate financing activities and maintain relationship with lenders.
- Work with 401K third-party administrator.
- Provide a system of management reports, including financial and operating metrics, budgets, and forecasts.
- Analyze capital investment, pricing decisions, and contract negotiations.
- Oversee human resources functions, including new hire reporting, company benefits administration and employee handbook.



## Director of New Business Development Lititz, PA

- Facilitate employee relations (field questions, HR issues)

### **What You'll Need:**

- Bachelor's degree in Accounting
- 10+ years of progressively responsible experience
- Strong analytical skills
- Attention to detail
- Ability to effectively multi-task in a fast-paced environment under pressure

Our sustained growth and success are dependent upon the commitment and dedication of our team. We consider our employees to be our most valued asset. We offer a casual dress code, competitive compensation, medical benefits and 401K plan. We invite you to find out more information about our company at [upstagevideo.com](http://upstagevideo.com).

**Please explain why you think you would be a good fit for this team, along with your compensation requirements and resume to [resumes@upstagevideo.com](mailto:resumes@upstagevideo.com).**