

### **Job Description: Controller/Business Manager**

The Controller/Business Manager of an advertising agency is responsible for the financial dealings of the company. This person is responsible for all Accounts Payable and Receivable transactions.

As the jobs are completed, the controller assembles a billing worksheet, which is reviewed by the account executive, signed off by the account executive, and then billed to the client.

The controller is responsible for: invoicing the client for the jobs completed, or services rendered; keeping an accurate aging of accounts receivable due the agency, and informing account management that an invoice is overdue. The Controller/Business Manager is also responsible for maintaining an accurate record of the accounts payable that the agency owes to vendors and issuing payment in a timely manner

The controller also keeps accurate track of all agency cash needs. If there is a line of credit, the controller, after discussion, accesses the line to bring money into the company. If there is excess cash at any time, the controller is responsible for investing that money in short-term instruments to earn the agency interest income.

The controller is responsible for assembling all agency information on a monthly basis and reporting a balance sheet, and profit and loss statement for the agency.

The controller supervises the receptionist and all clerical personnel. This person is responsible for authorizing purchases of agency computer equipment and software, copier/fax supplies, printer and scanner supplies, and all service/maintenance agreements relating to such equipment. The controller also oversees the bookkeeper or other financially oriented personnel fulfilling agency needs.

The Controller/Business Manager reports to the president.

#### Duties:

- Records all entries to general ledger, journals, etc,
- Issues checks for payroll, supplier invoices, media invoices, etc.
- Maintains all agency accounting files.
- Creates and issues invoices to clients.
- Provides president with financial reporting.
- Makes bank deposits and verifies bank statements.
- Completes necessary forms for sales and income tax and forwards to appropriate government agencies.
- Maintains job cost accounting records.



- Produces weekly summary reports of aged accounts receivable and contacts clients' accounts payable when overdue.
- Responsible for petty cash: maintains, replenishes and disburses petty cash.
- Authorizes contracts for all agency business equipment service contracts, maintenance agreements and leases. Reviews such contracts, agreements and leases regularly.