

## **Operations-Oriented *Controller* for E-commerce Publishing Company**

University Readers is taking the college textbook publishing industry by storm! Join our entrepreneurial team of 25 and work directly with our CEO and other company managers. Your responsibility will be to drive our finance and administrative functions while helping to streamline our operations. Our company is positioned to triple in size over the next few years and we need a committed, hard-working, and operations-oriented Controller to help us build the infrastructure and systems that propel us to the next level. This is an incredible opportunity for the right individual who wants to be involved with multiple aspects of a growing business.

Our Controller must be experienced and well-rounded with an entrepreneurial spirit at heart (at the most senior level we fly both high and low).

### **RESPONSIBILITIES:**

- Senior Management - Serve as a key member of our management team providing leadership and direction to support the growth of the business.
- Accounting - Ensure the accurate and timely development of the Company's accounts and financial statements in accordance with GAAP.
- Financial Planning & Analysis - Oversee the development, analysis and maintenance of the company budgets, operations results, and forecasts.
- Controls - Oversee the development of company-wide internal financial controls. Improve processes surrounding internal systems, applications, and IT infrastructure. Develop financial reporting and information systems.
- Administration – Oversee human resources and administrative office management.
- Purchasing & Operations Process Analysis – Work with operations and production in managing, controlling, and forecasting cost, margin and inventory levels. Maintain and negotiate vendor agreements, issue RFPs, and drive expenses lower for practically all functions. Work in cross-functional teams and champion process re-engineering.

### **QUALIFICATIONS:**

- Controller/Assistant Controller experience with 5+ years of demonstrated success
- A well-rounded, analytical business manager and team player with strategic, operational and strong interpersonal skills, especially within an entrepreneurial environment
- Direct experience implementing and maintaining computerized management information and accounting reporting systems (ERP experience a plus)
- CPA certification with thorough knowledge of GAAP
- Strong computer skills, including MS Word and Excel, use of network and email systems and experience with fully integrated systems
- Hard-working, impeccably organized, and exceptional attention-to-detail
- Undergraduate Accounting or Finance degree, and preferably an MBA
- Experience in a high-volume e-commerce, manufacturing, publishing, and/or fulfillment environment preferred
- Quickbooks knowledge a plus!

University Readers offers all of our team members a stimulating and entrepreneurial work environment in Sorrento Valley, great colleagues, and the opportunity to shape their position. If you've ever wanted to help build a fast-growing business, this is your chance to really make a difference.

Start Date: Immediate

Compensation: Competitive salary + management bonus plan at the director level. University Readers also provides a comprehensive benefits package (health, vision, dental, and 401K matching plan).

For consideration, please e-mail cover letter, resume, and compensation history to [bassim@universityreaders.com](mailto:bassim@universityreaders.com)).

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