

CONTROLLER
Performance Review

<u>Performance Criteria</u>	<u>Possible Points</u>	<u>Points Awarded</u>
1. Prepare monthly financial statements by the end of the next month	10	_____
2. Prepare annual & monthly budgets a. Track & analyze monthly variances	10	_____
3. Prepare annual & monthly cash flow statements a. Analyze monthly variances	10	_____
4. Produce & analyze project-based cash flow reports on a monthly basis	10	_____
5. Participate in monthly Executive committee meetings a. Rotate leadership of meetings b. Present financial ratios & measurements c. Present budget variances of all types	10	_____
6. Calculate & pay accurate tax liabilities on a timely basis	10	_____
7. Maximize investment return on excess funds	10	_____
8. Ensure clean annual audit	10	_____
9. Serve as liaison to computer programmer for WCDI computer systems a. Maintain state-of-the-art software versions & packages	10	_____
10. Supervise Accounting personnel a. Take advantage of material discounts	10	_____
11. Serve as liaison to Banking, Bonding, & Insurance contacts a. Negotiate favorable line-of-credit terms b. Negotiate lowest available bonding rates c. Negotiate least expensive insurance policies & packages	10	_____
12. Direct review of company compensation program on an annual basis and recommend changes	10	_____
13. Contribute to company's long term strategic direction	10	_____
TOTAL	130	_____