

## **JOB DESCRIPTION**

**Job Title:** Controller                      **Location:** Lubbock, Texas  
**Reports to:** Chief Financial Officer   **Supervises:** Treasury & Compliance Depts.  
**Website:** Diversifiedlenders.com   **Phone #:** 806-795-7782  
**Contact:** Tarina Woodard

### ***Management Responsibilities***

- Responsible for all areas of corporate accounting and taxation including production of the weekly and monthly financial reporting packages.
- Assist the CFO with all areas of Human Resources.
- Responsible for the daily funding process for our company.
- Supervise, lead and inspire the accounting and treasury teams.
- Work directly with the Chief Marketing Officer to manage the underwriting process for prospective clients.
- Work directly with the ownership group on accounting and tax issues for related companies.
- Ensure effective professional development, performance management and retention of team members.

### ***Skills, Qualifications and Education***

- Bachelor's degree in accounting or business-related field
- CPA license preferred but not required
- 5+ years in leadership positions
- Leadership skills with steadfast resolve and personal integrity
- Understanding of financial underwriting
- Need to have a strong skillset in data analysis
- Ability to diagnose problems quickly
- Proficient with Microsoft Excel

### ***Physical Requirements***

- General office requirements
- Travel to clients, trade shows and conferences