



JOB DESCRIPTION

JOB TITLE: Assistant Controller

DEPARTMENT: Accounting

EFFECTIVE DATE: 6/8/2018

SUMMARY: Assists in all phases of accounting management.

DUTIES AND RESPONSIBILITIES:

- Assists with management of all accounting functions including but not limited to accounts receivable, accounts payable, payroll, and purchasing.
- Assists with implementation of accounting systems, policies, and procedures.
- Create and reviews journal entries.
- Maintains, reconciles, and administrates all general ledger accounts including but not limited to accounts receivable, inventory, and accounts payable.
- Coordinates and ensures accuracy and timeliness of internal and external financial reporting.
- Reviews fixed asset ledgers and ensures all items are properly capitalized and depreciated.
- Assists with coordination of annual independent audit and preparation of annual tax documents.
- Reviews budgets and forecasts; participates in business planning and analyses.
- Reviews bank reconciliations.
- Assures accurate and timely monthly closing; assists with preparation of monthly financial statements.
- Prepares reports required by regulatory agencies.
- Assists with special projects as required.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Indirectly supervises 5 employees within the Accounting department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Bachelor's degree (B.A.) or equivalent in Accounting.
- Four to six years related experience and/or training.
- Working knowledge of forecasting and financial reports.
- Basic competence in duties and tasks of supervised employees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

- Proven leadership and business acumen skills
- Demonstrated ability to supervise and motivate subordinates.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Proficient in Excel.

COMPETENCIES:

- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Managing People**--Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative**--Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

GROWTH OPPORTUNITIES:

This position has the potential to move into the Controller position within 1-2 years, possibly CFO position within 3-5 years.

HOURS:

This is a full-time position, and hours of work and days are Monday through Friday, 9:00 a.m. to 6:00 p.m. This position is exempt from overtime.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and typical of most office environments with the use of telephones, personal interruptions and background noises.