



Assistant Controller

Department:	Administration
Reports to:	Controller

Job summary

This position will oversee daily Accounts Payable and Accounts Receivable operations and provides wide ranging accounting and financial support to the Controller. The ideal candidate will be a proactive self-starter, possess strong analytical and reporting skills and have keen attention to detail. This job requires a high level of overall financial and accounting knowledge.

Summary of Essential Job Functions

- Oversee Accounts Payable and Vendor Analysis
- Provide guidance and support to Accounts Receivable
- Percent complete revenue recognition review and analysis
- Credit card reconciliations
- Completes ad-hoc financial analysis and assistance with month-end close procedures
- Review/Record fixed asset depreciation
- Balance sheet account reconciliations
- Bank Reconciliation
- Project profitability and cost analysis
- Financial reporting and budget assistance to Controller
- Accounting projects as assigned

Education and Professional Experience

- Bachelor's Degree in Accounting or Related Business Degree
- 7-10 years' experience
- Sage Intacct Software experience
- Solver Reporting Software experience a plus
- Percent complete revenue recognition experience a must
- Advanced Excel skills

Abilities Required

- Team-oriented
- Emergent leader

- Self-motivated
- Analytical
- Problem solver
- Detail oriented
- Must be able to see, hear, read, and write.
- Requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, stress control.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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