

# Assistant Controller



**Direct hire with Salary with great work/life balance, benefits and generous PTO.**

**Location: Taylor, MI**

**Hours: Monday – Friday 7am-3:30pm**

**Benefits – effective day 1**

- Medical/Dental/Vision
- 10 PTO Days
- 2 weeks paid shut downs ( 4<sup>th</sup> of July week and Christmas/New Year)
- 10 Paid holidays
- 401K with company match
- Work/life balance
- Education/training focused (paid)

## **Job Description:**

**Non-automotive company** that is rapidly growing seeking an Assistant Controller to join their team. The **Assistant Controller** position reports to the Controller as well as the Chief Operating Officer with a cross-function reporting to the parent company CFO. There will be a strong focus on financing strategies and high attention to risk and compliance. They need to be able to drive financial decisions based on monitoring the performance of other departments and establishing strong internal controls, limiting risk, and continuously obtaining an unqualified opinion by external auditors. The Assistant Controller needs to be generally proactive, reactive when necessary, and requires initiation, teamwork, excellent communication and reporting skills. They need to motivate, coach, and inspire the accounting team while driving to meet or exceed deadlines and achieve results.

## **Job Duties:**

- Organize and manage accounts receivable and accounts payable as well as some banking functions
- Ensure timely payment of purchase invoices, and timely distribution of sales invoices
- Responsible for managing customer credit, terms, and collections
- Assist in the completion of month-end and year-end financials accurately and on time
- Review and assist in addressing budget variances as well as with monthly/quarterly budget reporting/forecasting
- Help to guide department managers on procedures, controls, efficiency, and KPI measurements
- Guard assets, manage company investments and control costs and procurements
- Assist in development of ad hoc analysis reports for management and the department
- Review and assist in addressing all risk and compliance subjects
- Participate in preparation for the annual audit
- Lead team during the day-to-day operation and step in, in the Controllers absence

## **Qualifications:**

- Bachelor's degree in accounting or equivalent experience
- Minimum 2 years of experience as an Assistant Controller, Senior Accountant or equivalent
- International experience a plus
- Experience in a (small) manufacturing environment preferred; assembly of multi component equipment a plus
- Proficiency in Microsoft applications (Excel, Word, PowerPoint, Outlook)
- Proficiency in an ERP and Inventory Management System and Financial Software

**For consideration, please send resume to: [vicky@aspen-search.us](mailto:vicky@aspen-search.us)**