

## **JOB DESCRIPTION**

**POSITION** – Assistant Controller

**DEPARTMENT** – Accounting

**SUMMARY DESCRIPTION** – This full-time accounting position is designed to provide operational support to controller, accountants and staff within the Accounting Department.

**DUTIES AND RESPONSIBILITIES** (may include but are not limited to):

- Oversees daily transactions; prepares and reviews monthly financial statements for related retail company
- Responsible for standard cost accounting system including updating costs, rates, cost rollups and cost analysis
- Prepares bank reconciliations
- Balances corporate investment accounts
- Files sales tax returns
- Administers the recordkeeping of flexible spending accounts with third party administrator
- Processes payroll on a backup basis; assists payroll accountant with payroll administration, ACA and W2 reporting and any other payroll related duties
- Assists accounts payable accountant with year end preparation of 1099s
- Fully cross trained with finance functions with a strong understanding and overview of processes
- Identifies process efficiency and internal control improvements and helps to implement changes
- Assists controller with financial reporting, budgeting, analysis and audit preparation
- Other duties as needed at the direction of the Company/Department

### **MINIMUM JOB REQUIREMENTS:**

- Degreed accountant; CPA or CPA candidate a plus
- Extremely high ethical standards. Must be able to work with confidentiality at all times. Must welcome accountability, scrutiny and supervision.
- Previous experience with accounting software and Microsoft Office, with ERP system experience preferred.
- Demonstrated attention to detail, critical thinking skills and organizational skills.
- Ability to work in a team environment, support other departments and communicate well with co-workers in a busy yet congenial office environment.
- Demonstrated history of reliable and consistent attendance.

**Contact information:** email resume to:

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Controller  
Walker Manufacturing Company

