



Position Title: Assistant Controller
Reports To: VP of Finance
Department: Finance

Summary:

Responsible for a high profile and respected position within Telair US Cargo Systems which requires effective interaction with all levels within the Company plus provides leadership and hands-on management of the finance function in support of Company objectives.

Responsibilities and the direct reports thereto may include but is not limited to: Inventory Costing, General Ledger, Fixed Assets, A/R, A/P and an advisory role for Payroll.

Position Duties:

Essential functions of the position include, but are not limited to:

- Oversees the cost accounting activities to ensure the ongoing accuracy of product cost information in an actual cost system.
- Oversees and directs the Accounts Payable and Accounts Receivable functions
- Reviews the inventory accuracy and monitors cycle count activity to ensure compliance with stated policy.
- Leads the monthly closing, financial reporting and analysis in a compressed 3-day reporting schedule.
- Oversees all account reconciliations to ensure they completed on a timely basis
- Analyzes and reports on budget vs actual expense performance
- Responsible for the training and development of all members of the Finance Team.
- Evaluates the Finance Team workload and streamlines processes as required.
- Participates in the weekly cost productivity reviews and validates cost savings on a quarterly basis
- Assists with the preparation of financial data for quarterly business unit presentations
- Monitors operational activities for compliance with internal control procedures and SOX requirements. Coordination of all external audit activities including timely provision of audit schedules as required.
- Assists with system process improvements and upgrades.
- Special projects as required.

Qualifications:

1. Bachelor's degree (BS/BA) from four-year college in Accounting or Finance. CPA a plus; and
2. 5-8 years of progressive accounting experience; and
3. Must have in-depth professional knowledge of accounting concepts, manufacturing systems, and cost accounting
4. Preferred experience in high mix/low volume manufacturing environment; or
5. Equivalent combination of education and experience.
6. Problem solving, critical thinking and creativity skills are essential.
7. Strong work ethic, high standards for work product, honesty and integrity.

8. Must be a self-motivated individual with who is a capable and motivating leader.
9. Excellent PC skills including Excel and other MS Office applications and working knowledge of ERP systems, preferably Oracle or SAP.
10. Excellent oral, written communications and have a high level of moral and ethical codes.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands and work environment characteristics 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. While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about the facility. The environment characteristic for this position is an office setting. Candidates should be able to adapt to a traditional business environment.

SIGNATURE

I understand that I am expected to adhere to all company policies and to act as a role model in the adherence to policies. I have read and agree that the contents of this job description accurately reflect my understanding of what is expected of me in this position.

Employee's Name: _____

Employee's Signature: _____ Date: _____