

# ASSISTANT CONTROLLER

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**Reports to:** Director of Accounting

**Classification:** Salaried

**Department:** Accounting

**Date:** May 23, 2023

**Company:** Fibrebond Corporation

**Status:** Exempt

**Department:** 020

**Revision Date:** May 23, 2023

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## JOB SUMMARY:

Responsible for Accounts Payable, Accounts Receivable, and General Accounting functions of Fibrebond Corporation. Performs and directs special projects as requested.

## ESSENTIAL FUNCTIONS:

1. Regularly prepares and reviews entries to the general ledger at month-end to assure accuracy and compliance with established accounting principles and procedures.
2. Prepares financial and statistical reports as required.
3. Coordinates and prepares for financial audits as required by company policy and other third parties.
4. Assists departments in the review of budget reports and in preparation of annual capital budgets.
5. Assists in the preparation of annual budgets and forecasts.
6. Prepares and/or reviews required sales/property tax returns.
7. Recommends changes in financial policies and procedures, as necessary.
8. Assists in defining internal controls to assure proper compliance with company policies.
9. Reviews and ensures Accounts Payables tasks are performed per the jobs duties.
10. Ensures Accounts Payables are current and payments are processed per the guidelines from the Director of Accounting.
11. Reviews and ensures the Accounts Receivable task are performed per the jobs duties.
12. Ensures Accounts Receivable are current and collected per guidelines from the Director of Accounting.
13. Ensures orders are entered timely and accurately per the guidelines.
14. Ensures customer invoices are processed timely and accurately to ensure payments are received within terms.
15. Ensures jobs are costed & closed correctly during the month-end process.
16. Monitors and evaluates employee performances. Provides effective guidance and instruction.
17. Reviews and signs off on attendance and daily labor hours.
18. Approves vacation and other time off for subordinates.
19. Ensures employees are clocked in during work hours.

## **ADDITIONAL RESPONSIBILITIES**

1. Assists with planning and implementing changes in the accounting system.
2. Functions as backup for the Director of Accounting in his/her absence.
3. Performs and directs special projects as requested.
4. Performs other duties as assigned.

## **QUALIFICATIONS:**

1. Bachelor's degree in Accounting with enough credits to sit for the CPA exam.
2. 4-5 years of experience working in an Accounting department, preferably Manufacturing.
3. CPA or advanced degree highly desirable, but not required.
4. Knowledge of technical and professional principles and skills of accounting.
5. Manual and automated systems experience preferred.
6. Working knowledge of accounting principles, practices and procedures.
7. Ability to plan, organize and oversee projects.
8. Ability to maintain good working relationships with direct reports, co-workers, supervisor, management, and department head staff.
9. Sees the "big picture" while seeing the importance of accuracy and detail.
10. Is a team player.
11. Ability to communicate both orally and in writing with a wide range of people.
12. Ability to maintain highly confidential nature of accounting data.
13. Must be organized and possess an ability to handle multiple projects.
14. When retrieving or returning files, must be able to stoop, bend and reach.
15. Ability to work independently in absence of supervisor.
16. Must possess a high degree of motivation and self-direction.