

CONTROLLER

POSITION SUMMARY: Responsible for the overall financial management and accounting practices of the company, including financial reporting, cost accounting, cash management, budget preparation, tax reporting and other administrative functions. Leadership role, using financial and accounting expertise to establish performance measures that will help the company achieve its fiscal goals.

RESPONSIBILITIES:

- Manage and oversee all accounting operations including journal entries, payroll, accounts payable, accounts receivable, bank reconciliations, asset tracking, statutory reporting and annual audit.
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures.
- Prepare monthly financial reporting package for management team, investors and lenders, including concise explanation of key financial developments occurring during that period. Additionally, prepare, analyze and present monthly, quarterly and annual operating results for each department.
- Optimize inventory management of the company.
- Lead the preparation of company budgeting and forecasting.
- Work with operations to define appropriate cost structures and work centers for product management and inventory control.
- Work with operations to define key performance indicators (KPIs) to measure, analyze, and improve current processes which impact customer quality and operating efficiency. Establish daily, weekly and monthly methods of communicating such KPIs.
- Provide strategic analysis as required to drive improved decision making.
- Manage annual audit process.
- Perform Cost Analysis as requested.
- Prepare required quarterly and yearly tax documentation.
- Supervise staff of two direct reports.

QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance, MBA is a plus. CPA or CMA is preferred.
- 5+ years of accounting experience in a manufacturing environment, with at least five years increasing responsibilities.
- Exceptional Microsoft Excel skills
- High level of proficiency with ERP Systems, preferably Visual and/or IQMS.
- Excellent written and verbal communication skills.
- Knowledge of Microsoft Office (Excel, Word, Outlook, Power Point) and the Internet
- Excellent interpersonal, verbal and written communication skills, and professional demeanor.
- Broad knowledge of general business practices and procedures.

Qualified candidates, please email resume and cover letter to donna.doyle@psimp.com or call 603-941-0022.

