



Position Title: Assistant Controller, Salary, Exempt

Reports To: CFO

Position Summary:

Leading manufacturer of mechanical jacks and actuators is seeking an Assistant Controller to assume a strategic role in the Accounting and Finance Department of the Company. This position will have primary day-to-day responsibility for cost accounting, general ledger, financial analysis and Sarbanes-Oxley ("SOX") 404 compliance and reporting activities of the Company. This position will have excellent growth opportunities. The Company is headquartered in Dayton, OH with 2 separate operating divisions. Company is a subsidiary of a public company located in Washington, D. C.

Essential Duties and Responsibilities:

- Ensure validity and accuracy of manufacturing costs through variance analysis, internal audit, and coordination with Purchasing, Material Resource Planning and Production.
- Responsible for performing month end close activities related to Cost Accounting.
- Develop a process to maintain and review costing of inventory in a multisite ERP system.
- Participate in physical inventory verifications.
- Represent Accounting/Finance on teams designed to improve operations, reduce costs, etc.
- Ensure credibility of month end financial statements by providing timely and accurate analysis of actual monthly results, budgets, financial trends and forecasts.
- Direct and oversee all aspects of the general accounting functions of the organization.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Support internal control requirements for SOX compliance and reporting.
- Back-up and support Controller with managing processes for financial forecasting, budgets and consolidation and reporting for the Company.

Qualifications & Requirements:

- Bachelor's or Master's degree in Accounting, audit experience in public accounting and CPA highly desirable.
- 5+ years in progressively responsible accounting roles, preferably with experience in cost systems in a manufacturing environment.
- Experience with development and maintenance of effective internal controls, SEC reporting and SOX compliance.
- Advanced proficiency with MS-Office applications and advanced excel skills (pivot tables, formulas, etc.) is essential
- Familiarity with Epicor or similar fully integrated manufacturing ERP systems essential.

Personal Attributes:

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Flexibility to travel to Plant locations out of town up to 20% of time.