



ASSISTANT CONTROLLER

Department: Finance

Classification: Exempt

Revised: June 21, 2017

Reports to: Controller

Company: All States Asphalt, Inc.

Position Summary:

Plans, organizes, directs and provides general leadership of the accounting function for All States Asphalt, Inc. and all subsidiaries and affiliates.

Essential Functions:

Perform any function necessary, within scope of authority and expertise, to ensure the highest level of service and responsiveness with regard to accounting policies, practices, questions, and concerns. Recognize the need for discretion with highly confidential company information.

1. Plan, direct, and coordinate all accounting operational functions.
2. Provide general oversight and management of accounting staff.
3. Supervise daily activities to ensure timely and accurate performance of all accounting functions including billing, cash receipts, collections, accounts payable processing, cost accounting and inventory control, all non-income tax returns, and bank reconciliations; recommend and implement best practices to improve efficiency and accuracy.
4. Oversee preparation and entry of all journal entries and associated schedules; analyze and reconcile all general ledger accounts and provide appropriate schedules to monitor balance sheet accounts;
5. Aid the Controller with communication and working with external auditors for variety of non-income tax returns to ensure full compliance with laws and regulations; assist with annual financial audits and coordinate preparation of schedules and analyses, respond to other audit requests.
6. Furnish internal and external accounting/Financial reports; prepare, revise and update reports to be more useful and efficient where appropriate.
7. Aid the Controller to ensure that document retention standards are adhered to. Maintain knowledge of document retention requirements for all documents under control of or created by Accounting Office; oversee routine archival, removal, and destruction of documents in accordance with company and regulatory practices.
8. Maintain knowledge of accounting principles generally accepted in the United States, accounting trends and techniques, and changes in regulatory guidance.

Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

Position Requirements:

Bachelor's degree required MBA Preferred, CPA or CMA preferred. 5-10 years of progressively responsible general accounting and management experience, preferably with a mixture of public and private. Must have proven leadership success, be highly motivated with ability to manage multiple projects with little supervision. Excellent organizational, analytical, interpersonal, and communication skills. Proficient with MS Office, advanced Excel skills.

Supervisory Scope:

The incumbent will aid the controller in managing / supervising 7 non-exempt hourly employees in the accounting department.

Independent Action:

Performs work independently within scope of established guidelines and practices. A wide degree of creativity and latitude are required. Consults with Controller where clarification or exception to procedure may be required.

Physical Demands:

While performing the duties of this position, the incumbent is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here 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.