



Apply to [Cindy@csbgky.com](mailto:Cindy@csbgky.com)

## Assistant Controller Job Description

The successful candidate will be responsible for company's accounting function involving financial reporting, Cost accounting and analysis, accounts receivable management, budgeting/forecasting and inventory management. A successful candidate is a bright, organized, and resourceful individual who thrives working in a fast-paced, high-growth environment.

### Job Skills and Knowledge:

- Financial Reporting: Prepare and analyze financial statements, including income statements and balance sheets to ensure accuracy and compliance with accounting standards. Provide regular financial reports to management, highlighting key performance indicators and variances.
- AR/AP and GL management: Responsible for managing AR and AP cycles along with general ledger. Proficient in GL month end closing procedures including reconciliation (AP, AR, Bank, Intercompany), posting of journal entries and accruals.
- Cost Accounting: Oversee the cost accounting process, including inventory valuation, cost of goods sold (COGS) analysis, and product costing. Monitor manufacturing costs, analyze variances, and provide recommendations for cost optimization and efficiency improvements.
- Budgeting and Forecasting: Collaborate with management to develop annual budgets and forecasts for the manufacturing operations. Monitor actual performance against budgeted targets, investigate variances, and provide insightful analysis to support decision-making.
- Financial Compliance: Ensure compliance with relevant accounting standards, tax regulations, and internal control procedures. Assist in the preparation of financial audits and liaise with external auditors. Stay updated on changes in accounting regulations and assess their impact on the company's financial reporting.
- Team Leadership and Collaboration: Provide guidance and mentorship to junior accounting staff, review their work, and promote professional development. Collaborate with cross-functional teams, such as operations, procurement, and sales, to ensure accurate financial data and support decision-making.
- Ad hoc Analysis and Projects: Perform financial analysis for special projects, such as cost-benefit analysis for capital investments, pricing analysis, or profitability assessments for new markets or product lines.

### QUALIFICATIONS:

- Bachelor's degree in accounting, Finance, or a related field.
- Extensive experience in accounting and financial management, preferably in a manufacturing

or industrial environment.

- Proficiency in cost accounting principles and techniques.
- Experience with ERP systems.
- Advanced proficiency in Microsoft Excel and other financial analysis tools.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong attention to detail and ability to work with complex data sets.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

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