



CONTROLLER

Our client is an American company that extrudes rubber, sponge rubber and plastic. They specialize in cost effective solutions in profile extrusions and hose for the appliance, automotive, construction, and transportation industries.

The main responsibility of this position is to properly record and track the financial performance of the company. But the CEO wants more than that in his next Controller. Entrepreneurial, strategic and confident. Ready to help a mid-size manufacturing company reach the next level. You are going to analyze the numbers and tell the CEO what is needed to reach their goals.

RESPONSIBILITIES

- Prepare accurate financial statements monthly including general ledger account reconciliations, journal entry posting and financial statement analysis package for Management use.
- Provide leadership in product and inventory costing areas.
- Understand the product cost calculations and ensure they are accurate
- Update the Cash Forecast weekly.
- Perform all job responsibilities and special projects within the Finance Department as required.
- Manage, establish and organize new and existing capital projects in Syteline.
- Lead the annual budget process including creating a fiscal calendar for the coming year.
- Oversee and review A/P invoice posting and weekly check generation.
- Perform monthly reconciliations (cash, inventory, etc.) to verify the financials are accurate.
- Monitor and control the EBAY and Amazon online accounts for both plants.
- Perform needed year-end Syteline maintenance as needed.
- Lead annual accounting audit activities with outside auditors.
- Oversee and review ADP 401k including ADP tax filing.
- Develop, modify and follow all standard operating procedures the Finance area.

REQUIREMENTS

- Accounting degree and significant accounting experience in a manufacturing environment
- Ability to work independently or with a team with solid communication skills
- Strong attention to detail and organization skills
- Maintain a high level of confidentiality
- Significant experience in Microsoft Office (especially Excel)
- Have experience with ERP systems (accounting and costing areas) – Syteline is a plus
- Able to travel as needed