



JOB DESCRIPTION

Controller

Title:	Controller
Department:	Accounting and Administration
Reports to:	Senior Vice President and Chief Operating Officer
Location:	Bethlehem, PA
Date:	June 7, 2021

Company Information:

Universal Compressed Air (UCA) is a small, privately-owned and thriving high-technology business in the Lehigh Valley, focused on compressed air systems for industry.

Job Summary:

The Controller will plan and direct the accounting and administrative activities of Universal Compressed Air.

Duties/ Responsibilities:

- Responsible for monthly journal entries, general ledger reconciliation, and accounting software maintenance.
- Provides financial reporting, forecasting, and general ledger analysis.
- Administers purchase orders, accounts payable invoices, ACH payments, 1099s, and expense reporting, tracking, and payment.
- Responsible for sales tax maintenance, reporting, and vendor exemption forms.
- Executes biweekly payroll along with quarterly and year-end reporting.
- Responsible for sales invoicing, accounts receivable, credit application maintenance, and intercompany accounts receivable/accounts payable reconciliation.
- Coordinates with outside auditors and oversees year-end financial review/corporate tax returns/audits.
- Responsible for bank accounts monitoring, daily cash postings, and monthly bank reconciliation.
- Administers human resources policies, procedures, and benefits.
- Responsible for general corporate and health insurance renewals.
- Performs other related duties as necessary or assigned.
- Ensures compliance with federal, state, and local regulations.

Required Skills/ Abilities:

- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient in accounting and tax software (experience with Foundations software a plus).
- Proficient in Microsoft Office Suite or similar software.

Education and Experience:

- Bachelor's degree in Accounting or Business Administration required.
- 10 years or more of related experience required.
- Certified Public Accountant designation preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.