ASSISTANT CONTROLLER

Assist the Controller with the financial affairs of the organization including preparation of financial statements and audit support. Provide business management tools and reports for managers throughout the company. Demonstrate a relentless pursuit of continuous improvement for the company.

Key Responsibilities:

- Supervise and direct accounting staff.
- Coordinate the month-end and year-end closing process.
- Financial statement preparation consistent with generally accepted accounting principles.
- Perform balance sheet, income statement and cash flow account analysis.
- Prepare and maintain various reports for operations management.
- Perform bank reconciliations.
- Prepare annual property tax returns.
- Prepare annual 1099s and other reports required by regulatory agencies.
- Provide support for all financial audits.
- Perform internal audit functions.
- Assist with the preparation of annual business plans.
- Perform budget vs. actual analysis.
- Implement process improvements.
- Other duties or special projects as assigned by Controller.

Requirements:

- Compliance with ethical standards of accounting societies.
- Must have an accounting certification, CPA or CMA preferred.
- Bachelor’s degree in Accounting or Master’s degree in business administration.
- 2+ years of accounting experience.
- Possess strong interpersonal skills, as well as excellent verbal and written communication skills.
- Proficiency with Gmail, Microsoft Office, Google Suite, Oracle Fusion Financials, Oracle Planning and Budgeting Cloud, Oracle Business Intelligence, Hyperion Essbase, Hyland OnBase, Sage FAS and Command Alkon software programs will be required in this position (experience with all of these systems is not required to apply).
- Positive attitude and an eagerness to exceed expectations.

Compensation:

Dependent on experience and qualifications.

To Apply:

Please send a cover letter explaining your background and relevant experience and why you feel you are a qualified candidate for the position. Also include a work history. If you have a resume you may include it.

Send To:
Chad Pinion
Human Resources Manager
Email: chad.pinion@irvmat.com