



## Job Description

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**Position:** Assistant Controller  
**Reports To:** Controller  
**Division:** NRR – Moraine, OH  
**Department:** N/A  
**FLSA Status:** Exempt  
**Revision Date:** 01/24/12

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### **Summary**

Assist the Controller in providing leadership and coordination of company financial planning, debt financing, and budget management functions. Ensure company accounting procedures conform to generally accepted accounting principles.

### **Responsibilities**

- Assist in all day-to-day finance and accounting functions including AR, AP & Payroll.
- Cost Accounting (inventory control and valuation)
- Prepare and consolidate financial statements
- Research accounting issues for compliance with generally accepted accounting principles
- Analyze and report cost variances
- Help coordinate and oversee compliance with Sarbanes-Oxley
- Provide monthly, quarterly and year end analysis and assist with budget process

### **Requirements**

- Minimum of 5 years experience, preferably in a manufacturing environment
- Must possess a strong background in Cost Accounting.
- Must have excellent Microsoft office skills, especially Excel.
- Experience with Oracle Financial Systems is a big plus.
- Strong computer, interpersonal, communication and organizational skills.

### **Education**

- Bachelor's Degree in Finance or Accounting