

FINANCIAL CONTROLLER

We are currently looking for a well-qualified Financial Controller with strong accounting and finance experience. The right candidate will be responsible for providing leadership and coordination of company financial planning, financial reporting and budget management functions. Ensure company accounting procedures conform to generally accepted accounting principles.

PRINCIPAL DUTIES and RESPONSIBILITIES

Financial

- Direct and coordinate company financial planning and budget management functions.
- Recommend benchmarks for measuring financial and operating performance of division and departments.
- Monitor and analyze monthly operating results against budget.
- Prepare and process invoices for all company projects.
- Work with project managers and Controller to ensure that invoices for customers with special invoicing requirements are completed properly.
- Process all incoming invoices for payment: including verifying calculations, coding, entering, confirming approvals and confirming proper backup.
- Maintain all A/P vendor files accurately and keep them up to date.
- Direct and coordinate treasury function and maintain corporate banking relationship.
- Manage the preparation of financial outlooks and financial forecasts.
- Prepare financial analysis for contract negotiations.
- Prepare and submit weekly, monthly and annual management reports to Acteon in accordance with established protocols.
- Ensure project accounting is complete and accurate.
- Ensure compliance with local, state, and federal tax reporting requirements.
- Manage year-end process liaising with external auditors and Corporate Group Finance as necessary.
- Prepare capital expenditure authorization forms.
- Work with department managers and corporate staff to develop business plans for the company.
- Establish and implement short and long-range departmental goals, objectives, policies, and operating procedures.
- Part of management team, contributing to the establishment and review of company policies.
- Oversee financial management of foreign operations to include developing financial and budget policies and procedures.
- Direct financial and insurance audits and provide recommendations for procedural improvements.
- Ensure safeguarding of company assets and develop and maintain asset records.
- Perform other miscellaneous duties as assigned.

Management

- Design, establish, and maintain an organizational structure and staffing to effectively accomplish the department's goals and objectives.
- Train, supervise, and evaluate department staff.
- Provide accounting policy orientation to new staff.

SPECIFICATIONS

- A Bachelor's degree or higher in a relevant discipline.
- 10 years of experience in finance and accounting.
- Must have experience with Navision, also known as Microsoft Dynamics Nav.
- Intermediate knowledge of MS Office – Outlook, Word, Excel
- Excellent verbal and written communication skills.

We offer an extensive benefits package that includes medical, dental, and vision insurance; basic and dependent life insurance policies; voluntary term life insurance; long term disability benefits; flexible spending accounts for medical and dependent care; 401K retirement plan; and supplemental insurance through AFLAC.