

Assistant Controller Job Description

Description:

Seeking a technologically skilled and analytical accountant to assist with management of accounts payable (fuel and administrative), accounts receivable, general ledger, banking, taxes, financial statements, and budgeting within the organization.

Responsibilities

- Oversee accounting and banking records, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements in PDI and Solver
- Perform day to day financial transactions, including verifying, posting, and recording accounting data
- Verify discrepancies and resolve account issues
- Maintain and improve integrations between all IT/Financial systems (i.e. ADDS, PDI, Solver, Power and Bakers Dozen)
- Participate in month and year-end closing activities
- Maintain and improve internal control and safeguards for receipt of revenue, costs, and budgets and actual expenditures
- Manage third party accounting support TM Group/Solver, Sage and Laserfiche
- Consistently analyze financial data and present financial reports in an accurate and timely manner
- Works on improving efficiencies throughout the corporation by actively and positively participating in meetings
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in software summits
- Maintain daily working relationships within all aspects of the company (Execution, Purchasing, Sales, Execution, and Professional Services)
- Complies with federal, state, and local legal requirements by filing financial reports/tax returns, making payments according to schedule, and licensing
- Manage and safeguard cash management process for all companies in the organization
- Quarterly and Annual payroll processing and tax filings with ADP
- Maintain high level of integrity and professionalism with payroll knowledge
- Accounting for payroll companies
- Assist Wesco's leadership in the annual budgeting and planning process
- Generate, analyze, and deliver reports to different departments as needed
- Help with various accounting reconciliations and entries
- Perform accounts receivable functions one day a week
- Reconcile the accounts receivable accounts to ensure proper segregation of duties

Team Leadership

- Leverage strengths of the current finance team members
- Help to clarify roles and responsibilities
- Develop and implement training programs maximizing and reaching optimal individual and organizational goals
- Maintain and improve customer service of accounting team
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment

Educational/Requirements:

- Minimum Bachelors' Degree in Accounting
- 5 years' experience in diverse accounting recommended
- CPA preferred
- Personal qualities of integrity, credibility, and unwavering commitment to Wesco's mission; an initiative-taking, hands-on strategic thinker who will own, in partnership with the Controller, responsibility over finance
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly
- Keen analytic, organization and critical thinking skills which allows for strategic data interpretation vs. simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations as necessary
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers
- Solid knowledge of fuel and merchandise inventory recommended
- Applicants must possess strong:
 - General technology skills, including proficiency in Microsoft products
 - Effective listening, oral and written communication skills
 - Self-driven, good at managing their time, making decisions, and researching
 - Strong math and typing skills
 - Attention to detail
- Ideal applicant must enjoy working in a fast-paced environment and be able to thrive under pressure meeting all departmental deadlines.
- Have a desire to maintain and/or grow qualifications.
- Understands compliance and GAAP

Work Schedule:

Full time salary position Monday through Friday, daytime hours between 7am - 5:00pm with flexible scheduling, minimum 2 days in the office. Minimal weekend on-call work. Subject to change.