



Titeflex Corporation Job Description

Job Title: Junior Controller

Department: Accounting

Reports To: Controller

Job Summary:

Responsible for providing financial leadership and accounting management with the purpose of driving division profitability in partnership with the leadership team while insuring internal controls are in place for compliance with accounting standards.

Essential Functions:

- Maintains financial records by analyzing balance sheet and general ledger accounts with the purpose of driving business results.
- Provides financial information by preparing reports and completing special projects & makes actionable recommendations on how to drive financial performance improvement.
- Maintains accounting controls by setting/following policies and procedures; complying with Federal, State and local requirements.
- Assists in the development of standard costs. Analyzes labor and overhead variances.
- Maintains Fixed Asset Register. Calculates depreciation for book and tax basis.
- Assists in the monthly closing process, including, but not limited to, journal entries, GL reconciliations, and reporting.
- Assists in the preparation of the annual budget, as well as 3 quarterly forecasts, submitted to parent company.
- Assists in the preparation of the annual Tax Package.
- Works closely with internal and external auditors.
- Assists in the implementation of a new ERP system (Epicor). Become Super User and train users. *Initial Focus*

Skills required:

- Accounting, math, reporting, interpersonal, and effective communication skills.
- Deadline oriented.
- High level of attention to detail
- Proficient with Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Keen knowledge of reporting systems, able to retrieve information without reliance on IT. Ability to create reports and analytical tools.

Education required:

- Bachelor's Degree required. B.S. in Business Administration, Accounting, or other related financial discipline.
- CPA preferred, but not required.

Experience required:

- 3-5 years minimum accounting experience required.
- Knowledge of IFRS a plus.
- Knowledge of FAS a plus.