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CONTROLLER

Position is responsible for the Accounting operations of the company, to include the production of financial reports, maintenance of adequate Accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results and ensure that reported results comply with generally accepted Accounting principles and/or reporting standards.

KEY OBJECTIVES

- Maintain a documented system of Accounting policies and procedures
- Maintain system of controls over Accounting transactions; and an orderly Accounting filing system
- Maintain cash application and ensure that accounts receivable is collected within terms
- Comply with local, state, and federal government reporting requirements and tax filings
- Ensure that monthly bank reconciliations are completed
- Issue timely and complete financial statements
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide financial analysis as needed, in particular for capital investments, pricing decisions, and contract negotiations
- Oversee the day to day operations of the Accounting clerk(s)
- Ensure that accounts payable are paid in a timely manner; and all reasonable discounts are taken

QUALIFICATIONS

- Degree in Accounting or Business administration
- MBA Preferred
- At least five years, experience as controller or equivalent
- Demonstrated leadership ability, team management and interpersonal skills
- Excellent analytical and organization skills
- Understanding with business software (Microsoft Navision Preferred)
- Sound understanding of cost accounting principles and cost development in a lean manufacturing environment

To apply for this position send resume to:

**jobs@tdmetal.com
or mail to Attn: HR
602 E. Walnut St., Watseka, IL 60970**