



COME JOIN OUR TEAM!

Insta Graphic Systems is looking for an Assistant Controller to join our team. The Assistant Controller responsibilities include maintaining financial records and reports, performing account reconciliations, assisting with budget and close processes, and conducting internal audits. You will be assisting the Controller as needed and respond to information requests by management and for auditing purposes.

To be successful, you should have strong analytical, technology, communication and organizational skills.

What you'll do:

- Preparing and consolidating financial statements
- Establishing and maintaining internal controls
- Managing all aspects of the general ledger
- Providing monthly, quarterly and year-end analyses
- Coordinating or assisting with the budget process
- Researching accounting issues for compliance with generally accepted accounting principals
- Analyzing and reporting cost variances
- Serving as a liaison to external auditors
- Performing account analysis and reconciliation, including bank statements and intercompany general ledger accounts.
- Contributes to team efforts by accomplishing related tasks as needed
- Researching and correcting account discrepancies
- Ensures financial data is entered correctly and accurately
- Performing month-end and year-end closings with assistance
- Generating accounting and audit reports
- Meet processing and reporting deadlines.
- Prepares monthly/quarterly Sales Tax returns
- Prepares annual Property Tax Return
- Prepare, generate and file financial inventory reports; review reports monthly with management
- Manage and audit inventory levels and cycle count system
- Complete Census reports as required
- Assist with the development of the budget
- Analyze material cost and labor to develop product costing
- Performs other related duties as assigned.

ACCOUNTABILITIES

- Confidentiality and integrity
- Working knowledge of GAAP
- Strong numeracy and analytical skills
- Excellent organizational skills and attention to detail
- Ability to follow verbal and written instructions
- Proficient in Microsoft Office Suite

Who you are:

Education: Bachelor's Degree in Business, Accounting or Finance (BS)

Experience: A minimum of 5 years of accounting experience.

Core Competencies:

- Able to operate computers to enter access or retrieve data in accounting and spreadsheet software.
- Must have effective communication, organization, problem solving, interpersonal and team working skills and able to manage/prioritize multiple projects in a rapidly changing environment.
- Must be a self starter working with minimum supervision.

Personal Characteristics:

- Creative and share best practices with others.
- Well-developed interpersonal skills. Ability to get along well with diverse personalities – tactful – mature – flexible.
- Ability to establish credibility and be decisive.
- Effective communication, interpersonal and teamworking skills.
- Quick learner and drive for continuous improvement.
- Customer focus and willingness to help other team members.

OTHER

- Physical and Environmental Requirements: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and reach with hands and arms, stoop and kneel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.
- Work environment includes front-office and manufacturing. The noise level in the work environment is usually moderate.

What we offer:

- Competitive salary
- Comprehensive benefits package including: medical, dental and vision
- 401K Plan
- Paid time off and holidays

Disclaimer: This job description is not intended to be all-inclusive, and employees will also perform other duties as assigned by management as required.

Company reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

INSTA Graphic Systems is an Equal Opportunity Employer. M/F/D/V