

**Department: Accounting**

**Managed By: V.P. of Finance**

**Job Title: Controller**

Avionic Instruments (AI) is a pioneering designer, producer, and supplier of advanced power conversion equipment that has helped power flight for over 40 years. Since the early 1970s, AI has earned a reputation for excellence in power processing technology. Today, its high-reliability, high-performance products are found on the world's most sophisticated aircraft.

**Job Summary:**

The Controller is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities.

**Essential Responsibilities:**

- Responsible for managing people and processes within AR, AP and General Accounting.
- Subject Matter Expert in Cost Accounting enabling recommendations with respect to cost control and reporting.
- Directly responsible for inventory in accordance with corporate policy and procedures.
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Design and execute on Financial Reporting metrics following month end close.
- ERP (Epicor10 / Epicor Kinetic) super-user with ability to train
- Liaise with Acme Aerospace accounting staff to ensure consistency in financial reporting and account reconciliations
- Assist the Vice President - Finance in any daily banking requirements.
- Ensure the accurate and timely processing of positive pay transactions.
- Supports budget and forecasting activities through collaboration with VPF and key stakeholders.
- Identify continuous improvement within the organization to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding technical accounting procedures such as Lease Accounting and Rev Rec.
- Provide training to new and existing staff as needed.
- Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
- Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.
- Support Vice President - Finance with special projects and workflow process improvements.

**Requirements:**

- Strong problem solving and negotiating skills
- Five plus years of experience in an accounting environment.
- Exceptional communications and presentation skills--both verbal and written
- Succeed in an entrepreneurial environment with a high level of self-motivation.
- Must be PC proficient and able to thrive in a fast-paced setting.
- Prior supervisory experience in the financial reporting/general ledger area.
- Must have strong experience with Microsoft Excel, Access and Word.
- Ability to multi-task, work under pressure and meet deadlines required.
- Manufacturing / Cost Account Experience
- Bachelor's Degree in Accounting

**Preferred Qualifications:**

- Certified Public Accountant
- Master's Degree highly desirable
- Experience in data modeling utilizing SQL and Power BI
- Highly motivated self-starters with a desire to win
- Experience motivating both internal and external personnel in a demanding environment
- Have a creative and entrepreneurial spirit, and demonstrate leadership skills

**Authorities:**

- Ensures an adequate system to track and record manufacturing costs and assign them to specific products, business units and manufacturing sites.
- Provides information to manufacturing management for decision making.
- Make recommendations with respect to cost control.
- Provides financial perspective in determining the viability of capital program projects.
- Direct maintenance of accounts payable, accounts receivable, and general ledger systems to ensure accurate record keeping.
- Maintain an adequate system of accounting internal controls.
- Plan, organize, and direct the gathering, consolidation, and submission of financial data, including monthly financial statements, quarterly/year end reporting, federal/state tax packages and payroll tax returns.
- Supervise A/P and A/R staff.



### **Physical Demands**

Must be able to support standard business hours, Monday through Friday. Must also be able to support overtime on weekdays or weekends as required to support business needs. Must be able to lift and/or move up to 30 lbs. and be able to sit and/or stand for long periods of time. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **International Trade Compliance Requirements:**

Due to the potential exposure to ITAR-controlled data and export control regulations, the applicant in this role must be a qualified U.S. person designated under INA, 8 U.S.C. 1324b(a)(3) or be eligible for any required authorizations from the U.S. Government.

### **Work Environment:**

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is occasionally high.

### **Disclaimer:**

The above information on this description has been designed to indicate employees' general nature and level of work performance within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.