



## Employment Opportunity for Assistant Controller

Rognlin's, Inc. is a large sized, locally owned General Contractor based in Aberdeen, Washington specializing in private and public works projects. Rognlin's, Inc. values hard work, integrity and taking care of our people. As our company continues to grow, we are looking to add an Assistant Controller to our office team- someone dependable, detail-oriented, and excited to be part of a close knit organization where their work truly matters.

### About the Role

The Assistant Controller will work closely with our CFO and accounting team to support the day-to-day financial operations of the company. This role is ideal for someone who enjoys structure, accuracy, and being a steady presence in the office. You'll play an important part in keeping our financial systems running smoothly and supporting the overall success of the business. This is a full-time, in-office position.

### What You'll Be Doing

- Process and manage **Accounts Payable**, including vendor invoices and job cost coding
- Maintain and reconcile **general ledger accounts**
- Assist with **month-end and year-end close** activities
- Prepare account reconciliations
- Support job cost tracking and construction accounting processes
- Work closely with project managers and office staff to ensure accurate financial information
- Assist the CFO with reporting, audits, and special projects
- Help improve and maintain efficient accounting processes

### What We're Looking For

- 3–5+ years of accounting experience
- Solid understanding of Accounts Payable and General Ledger accounting
- Comfortable using accounting software and Excel
- Organized, dependable, and detail-oriented
- Someone who values teamwork, communication, and consistency
- Ability to work full-time in our office

This position is full time, Mon-Fri 7:00am – 4:00pm

Rognlin's, Inc. is an equal opportunity employer that offers competitive wages and excellent benefits. We are looking for a long-term employee who will grow with our company. Salary range will be \$80,000 - \$110,000 depending on qualifications.

Resumes are accepted via email ([katie@rognlins.com](mailto:katie@rognlins.com)) or mail to P.O. Box 307, Aberdeen, WA 98520. Please, no resumes dropped off at the office.