



Job Description: Assistant Controller

Alternative Titles: N/A

Revised: November 4, 2011

Department/Business Unit: Accounting

FLSA Classification: Exempt (Professional Exemption)

Reports To: Controller

General Purpose: Assist the Controller with supervision of the accounting team and analysis, preparation, and reporting of company financial data.

Work Schedule: 7:30 am – 5:30 pm Monday through Thursday and 8 am – 12:00 pm Friday.

Responsibilities & Duties

- Supervise accounts payable, payroll and general ledger personnel
- Perform daily accounting processes including journal entries, account reconciliations, and general ledger transactions
- Prepare monthly, quarterly, and annual payroll and A/P reports
- Assist in the preparation and analysis of financial information in accordance with GAAP
- Perform monthly analysis of revenue, expense and business mix budget variances and identify reasons for differences
- Prepare routine financial reports and ad-hoc reports for operational review and decision making
- Provide accounting assistance to business managers as needed throughout the company
- Assist with the completion and preparation of monthly financial reports and annual audit
- Work within company policy as outlined in the Lauren Engineers & Constructors Employee Handbook and in compliance with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules
- Perform other duties as assigned

Required Education

- Bachelor's degree in accounting/finance (or similar field of study)

Required Experience

- 5 to 10 years of experience in accounting and accounting management

Required Skills/Licenses/Certifications

- Certified Public Accountant (CPA)
- Microsoft Office (specifically advanced skills with Excel)
- Supervisory skills
- Complex problem solving and analytical skills
- Prioritization and multi-tasking skills in a demanding and fast paced environment
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Supervisory Responsibility

- This position assists with the management and supervision of a small department including the direct supervision of 4 to 6 employees

Physical Demands & Working Conditions

The overall nature of this position is sedentary requiring little physical effort with occasional light physical exertion required. There is little, if any, exposure to environmental conditions.

- The constant physical demand of the position is sitting.
- The frequent physical demands of the position are talking, hearing, and repetitive motions.
- The occasional physical demands of the position are standing and walking.

Required Personal Protective Equipment

Employees must use hard hats, eye protection (ANSI Z87), hearing protection (where required), safety-toe protective footwear (ANSI Z41) and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure.

Candidate/Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date

Printed Name