



LETTS CONSULT

LETTS CONSULT EXECUTIVE RECRUITMENT SEARCH ANNOUNCEMENT CONTROLLER

LETTS CONSULT is conducting a search for a Controller for a large national packaging manufacturer and distributor.

Location: This position is located in the Atlanta, Georgia area.

Role Summary: The Controller is directly responsible for overall operations, coordination, and continuous improvement of the Accounting Department. Reporting to the Chief Financial Officer, the Controller is responsible for the accurate and timely financial management of their location(s) and for exercising a high degree of proficiency in the business and technical aspects of the Accounting and Finance functions, in accounting operations, production of periodic financial reports and maintenance of accounts records.

Qualifications:

- Bachelor's degree in business, accounting, finance or related field.
- Proven work experience in accounting or a related field.
- Understanding of applicable laws and regulations.
- Manufacturing and/or distribution experience. Corrugated manufacturing experience is strongly preferred.

Functions:

- Assist the CFO in presenting updates and information on departmental activities at management meetings.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

Primary Responsibilities:

- Be responsible for the location(s) general ledger
- Prepare or direct preparation of accurate, timely financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies

- Establish and maintain financial controls within the accounting department
- Adhere to internal control guidelines, policies and procedures for budget accounting, cash and credit management, administration and other activities
- Provide support to management, particularly in commercial and financial matters
- Assure sales tax and property tax compliance, reporting and payments
- Record newly acquired capital assets and monthly depreciation values as well as distributing capital asset and depreciation reports
- Coordinate the month-end and year-end closing process
- Ensure compliance with state and federal regulatory requirements and professional standards
- Create reports that help senior leadership understand company financials
- Hire, train, develop and evaluate accounting staff

Minimum Skills, Knowledge & Ability Requirements:

- Understanding of financial data analysis and reporting
- Knowledge of payroll, accounts payable and accounts receivable functions
- Ability to deliver quality work on tight deadlines with strong organization and priority setting skills
- Advanced computer skills, specifically in Excel
- Must be able to communicate financial information into sound business language so people of all levels can understand

INTERESTED APPLICANTS SHOULD SEND RESUME AND COVER LETTER TO
gletts@letts-consult.com