



Job Title	Assistant Controller (Temporary)
Job Level	4A
Location	Edison, NJ
Business Unit	ODCBU
Function	Finance
Leader	Controller
Role Purpose To lead the day-to-day operations and staff of all areas relating to general accounting and accounts payable functions. This position is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. Responsible for managing tax reporting and compliance within the organization. Ensures tax returns are completed and filed on a timely and accurately basis. Responsible for tax planning in preparation for future filings. The Assistant Controller supervises a team of four people and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position addresses tight deadlines and a multitude of accounting and tax activities including general ledger preparation, financial reporting, yearend audit preparation and the support of budget and forecast activities; tax calculations.	
Responsibilities <ul style="list-style-type: none">• Assist Controller establishing and monitoring financial policies, procedures, controls, and reporting systems.• Communicate and update team's progress and potential areas of issue• Help coordinate annual audit requests (external and internal) and income tax audits and filings (federal, state, sales tax, excise tax)• Prepare quarterly consolidation schedules for WGS Inc. and WGS USA (Holding Company)• Manage Accounts Payable Department to ensure accurate and timely postings of invoice, payments and new vendor creations• Manage Accounting Department to ensure books are closed timely and accurately ensuring that proper controls in place are followed (account reconciliations, journal entry review and approval)• Review posted journal entries to ensure P&L accuracy (Fixed Asset Depreciation, Accruals, Reclasses etc.)• Assist with professional development of team members ensuring progress of goals and objectives• Review monthly balance sheet reconciliations• Prepare monthly commentary around variances of Balance Sheet to Budget• Prepare schedules required for tax audit and filings• Assist with budget and forecasting activities• Prepare monthly reconciliation between ERP (IFS) and Financial Reporting Software (IFS)• Communicate and update team's progress and potential issues• Review accuracy of weekly vendor payments• Monitor departments workload and look for efficiencies• Assist non finance departments with tax exempt requests• Occasionally act as backfill for Credit Manager to review credit limits and open balances surrounding customer orders• Laisse with Commercial and Marketing Finance advising on Accounting matters including Amortization and accurate P&L coding	

Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Deciding and Initiating Action

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative, acts with confidence and works,
- Initiates and generates activity

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Persuading & Influencing

- Makes a strong personal impression on others
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities
- Seeks progression to roles of increased responsibility and influence

Skills and Qualifications:



Essential:

- 3+ years of proven experience as Manager, Assistant Controller and/or in a similar position
- Bachelor's degree in Business Administration, Finance, or Accounting is required; Master's Degree in Business Administration is preferable
- CPA or equivalent strongly recommended
- Demonstrated ability and knowledge of various software packages, particularly all Microsoft Office applications (specifically Excel & Power point)
- Solid knowledge of Generally Accepted Accounting Principles (GAAP), IFRS and regulations
- Strong & Effective communication, relationship building, teamwork, problem solving, organizational and task management skills
- Excellent knowledge of Accounting and Financial processes (budgeting, financial closure, reporting, etc.)
- Strong analytical, mathematical and research skills
- Ability to multi-task many items at once in a deadline driven environment
- Ability to influence and negotiate at all levels
- Results driven, flexible and agile
- Strong attention to detail
- Highly organized