

# **Assistant Controller II**

## **Job Description**

**April 30, 2015**

The Assistant Controller performs work requiring knowledge of the theory and practice of generally accepted accounting principles related to job costing, general ledger, payroll, accounts payable, accounts receivable and double entry bookkeeping. The Assistant Controller II reports directly to the Controller.

Work is performed under the direction of the Controller and is reviewed for compliance with Neil Kelly Company standards of paperwork and processes; accuracy is critical in the results produced. This position works with the Controller, Assistant Controller I, and with the Staff Accountant.

Work hours will generally be 8:00 a.m. to 5:00 p.m., or another eight hour shift as determined. The regular 40 hour work week will be Monday through Friday. There will be occasional overtime or Saturday work.

### **Primary Responsibilities**

The primary functions of this position include, but are not limited to:

1. Generate, analyze, review and communicate financial data;
2. Assist the Controller and the Assistant Controller I with the timely production of monthly and year-end financial statements for Neil Kelly Company, Kelly Cabinet Company, and Kelly Development Corp., including analysis and posting of general ledger entries, and bank statement reconciliation;
3. Provide technical assistance for staff to ensure good accounting practices are upheld;
4. Prepare monthly reports for management and sales staff: margin reports, billings and sales reports, bonus calculations, prior client information, information for sales performance reviews, data for the annual meeting, and other needs;
5. Calculate the monthly commissions for approximately 35 commissioned staff;
6. Reconcile bank statements;
7. Prepare monthly Borrowing Base reports to support bank lines of credit;
8. Assist the Controller in supervising the control, coding, and recording of expenditures, including obtaining necessary approvals to disburse funds, matching invoices to purchase order and contracts, and preparation of checks and warrants. This includes management of payables, receivables, and investments of the company, and the company loan program;

9. Review significant overhead expense categories to insure appropriate controls and cost containment on a periodic basis;
10. Attending training sessions required to remain current in job specific issues;
11. Not all the work performed is specifically described and other duties may be assigned as required.

### **General Requirements**

This position requires a combination of education and/or experience that provides knowledge of generally accepted accounting principles and all general accounting activities for a construction firm. A bachelor's degree and a minimum of 2-4 years of accounting experience is required; a bachelor's degree in Accounting or Finance is preferred, as is a CPA or CMA designation. Experience is required in general ledger, job costing, accounts payable, accounts receivable, double entry bookkeeping and accrual based accounting. A background in Timberline accounting software is highly desired. A solid knowledge of Excel and the ability to create spreadsheets and queries is essential; familiarity with Crystal Reports and Access is a plus.

Skills required for this position are: applying accounting principles to the recording, classification, analysis and reconciliation of financial data; preparing statistical accounting reports; maintaining general ledger accounts and being able to spot and correct inaccuracies; and a strong focus on accuracy in checking and comparing numbers and other information. The ability to pay fastidious attention to both detail and accuracy is crucial. Candidate must possess the ability to prioritize and work on concurrent projects with little supervision and have the ability to effectively communicate in written and spoken English. This person must have the ability to establish and maintain effective work relationships with colleagues in all divisions and have a strong internal and external customer focus.

This is an office position, which requires being seated in front of a desk most of the day. This person will be required to use a computer and calculator, write and speak in English, use a telephone and other office equipment. The Assistant Controller II is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. As an extension of our commitment to people, planet, and profit – all three, Neil Kelly Company is a Benefit Corporation (State of Oregon) and is certified nationally through the B-Corp. Company employees are expected to support our efforts in that regard. It is expected that company employees will use the adopted philosophy as a guideline for making regular business decisions and participate in related activities as directed by management.

Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Assistant Controller II will be expected to be a full participant on his or her team. The ability to work as a member of a team is a requirement for this position.