



Job title: **Assistant Controller**

Department: **Finance, Materials**

Location: **Memphis, TN**

JOB SUMMARY

The Assistant Controller will be responsible for assisting with preparation of monthly and quarterly financial statements including all related journal entries; preparation of monthly and quarterly account reconciliations; provide financial oversight for the inventory cycle count process; monitor results; calculate metrics; ensure process adherence; support ad hoc analysis requests; coordinate financial needs of all non-US subsidiaries and divisions including completion and filing of VAT documentation; perform annual audit of functional processes; update documented processes as needed; drive process improvement.

ESSENTIAL FUNCTIONS

- Assist with preparation of monthly and quarterly financial statements including all related journal entries
- Prepare monthly and quarterly account reconciliations
- Provide financial oversight for the inventory cycle count process; monitor results; calculate metrics; ensure process adherence
- Support ad hoc analysis requests
- Coordinate financial needs of all non-US subsidiaries and divisions including completion and filing of VAT documentation
- Perform annual audit of functional processes; update documented processes as needed; drive process improvement
- Oversee/manage disbursement programs and related charges – T&L card, Purchase card, Internal Billing System, and Trade Request System
- Prepare all monthly reporting for consignment vendors; ensure accuracy and contractual compliance
- Assign general ledger coding for all purchase orders.

JOB REQUIREMENTS, QUALIFICATIONS, & COMPETENCIES

Qualifications

- Bachelor's Degree in Accounting or Finance
- 5+ years of related experience
- Public Accounting and/or Experience in corporate setting with multiple entities is highly preferred
- Solid knowledge of US GAAP with the ability to research and conclude technical accounting matters.

Desired Characteristics

- Proficient in Microsoft Office Suite to include Word, Excel, & PowerPoint
- Advanced data compilation and aggregation Excel skills preferred
- Excellent communication skills
- Strong interpersonal skills
- Ability to work independently, as part of a team, or as a team Leader
- Understanding of state and federal corporate tax requirements
- Experience working in a global business environment
- CPA certification preferred