



Star Cutter Company/Star SU Job Description



Job Title: Assistant Controller

Location: Farmington Hills, MI

Reports to: Corporate Controller

General Summary

The Assistant Controller will assist the Corporate Controller in the timely and accurate performance of the financial and cost accounting, finance, and tax functions for Star Cutter Company and Star Cutter's related entities.

Responsibilities

- Oversee the corporate credit card programs.
- Prepare and analyze inventory reports and reconciliations.
- Oversee job cost analysis and resolution.
- Reconcile intercompany accounts payable and accounts receivable.
- Prepare and analyze joint venture reports.
- Assist the Corporate Controller for any additional financial reporting needs.
- Assist the Corporate Controller with year-end budget preparation.
- Perform financial reporting for related entities.
- Conduct the reconciliation of balance sheets.
- Serve as the department's IT Liaison.
- Monitor and process all sales and returns, as well as utilizing tax reporting.
- Monitor and process corporate taxes.
- Any other duties and responsibilities as directed by the Corporate Controller.

Knowledge and Skills

- Self-motivated and self-managed with a high degree of honesty and integrity.
- Ability to influence cross-functional teams.
- Must possess strong financial statement preparation skills.
- Must have a strong background in manufacturing costing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions.
- Ability to identify and troubleshoot systems issues, through the use of IT and financial systems experience.
- Ability to multi-task, while balancing multiple projects.
- Must possess excellent Microsoft Excel skills.
- Proficient in all Microsoft Office applications.
- Must have solid written and verbal communication skills.

Education Requirements

- Bachelor's Degree in Accounting or Finance required.
- Certified Management Accountant (CMA) Preferred.
- Certified Public Accountant (CPA) Preferred.

Experience Requirements

- A minimum of 5+ years of accounting experience required.
- Accounting experience in a manufacturing environment preferred.

Please submit resume to:
Star Cutter Company
Human Resource Department
756 Aulerich
East Tawas, MI 48730
recruiting@starcutter.com