



JOB OPENING

JOB TITLE: Controller

COMPANY: Commercial Tool Group

Commercial Tool Group is looking for an experienced accounting professional to join our exceptional team. *The ideal candidate will train and learn the business with the intention of succeeding the CFO within the next 5 to 7 years.*

Primary Responsibilities:

- Management of the month end close process including inventory calculations, preparation of journal entries, analysis and reconciliation of general ledger accounts, analysis of job cost gross margins, and preparation of preliminary financial statements for review by the CFO
- Responsible for customer invoicing process including PO terms review, new tool and repair tool invoice preparation, customer specific invoice documentation and electronic issuance to customers
- Monthly reports including management review analysis, commission payment schedules, new tool invoicing schedule, repair tool invoicing analysis, and intercompany sales/receivables analysis
- Management of daily cash receipts and deposits, daily bank transactions and reports, and monthly bank reconciliations
- Preparation and review of quarterly prepaid and accrual schedules for recurring journal entries, vacation payments, bonus payments, etc.
- Preparation and analysis of schedules for annual audit, quarterly financial and tax information requests, state and IRS audit requests

Qualifications/Skills:

- Able to achieve results through others through communication, motivating and mentoring
- Personal Computer skills including the intermediate level of Microsoft Excel, Word, & Outlook, Best Systems FAS Asset Accounting software and Epicor Vantage "ERP" software
- Able to communicate effectively with co-workers
- Proficient at problem solving, decision making and resource management
- Ability to work independently
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Education/Experience

- Bachelor's Degree in Accounting/Finance
- Advanced certifications desirable but not required
- Minimum of three years of experience in financial accounting
- Experience in cost accounting in a job shop environment desirable
- Experience in developing burden/machine rates helpful

**To apply, send your resume and application to HR@commercialtool.com **