

Arett Sales, a leading lawn and garden distributor, headquartered in Pennsauken, NJ, is looking for an experienced Controller to join our team!

The controller position is accountable for the accounting operations of the company. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results and ensure that reported results comply with generally accepted accounting principles. The controller is also responsible for all daily treasury functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain a documented system of accounting policies and procedures
2. Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
3. Ensure that accounts payable are paid in a timely manner
4. Ensure that all eligible discounts are taken on accounts payable
5. Ensure that monthly account reconciliations are completed, reviewed and reconciled items are resolved in a timely fashion.
6. Ensure that required debt payments are made on a timely basis
7. Manage daily Treasury requirements
8. Maintain the chart of accounts
9. Maintain an orderly accounting filing system
10. Maintain a system of controls over accounting transactions adequate to protect company assets
11. Issue timely and complete financial statements
12. Recommend benchmarks against which to measure the performance of company operations
13. Calculate and issue financial and operating metrics
14. Assist CFO with the production of the annual budget and forecasts
15. Analyze variances from the budget and report significant issues to management
16. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
17. Coordinate the provision of information to external auditors
18. Comply with local, state, and federal government reporting requirements and tax filings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must also be able to work independently and perform his/her duties without direct supervision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Advanced knowledge of Microsoft Excel is required.

EDUCATION and/or EXPERIENCE

The controller must have a Bachelor's degree in accounting, finance or business administration, and 15+ years of progressively responsible experience. Master's degree and CPA preferred.