

## **Job Description**

Position: Controller

Classification: Non-Exempt

Methods of Compensation: Salary & Annual Bonus

Reports to: Managing Member

Custom Container Solutions, LLC ("CCS") is a manufacturer of quality steel containers for the waste, energy, recycling, and environmental services sectors with manufacturing plants in Lewisburg and Hadley, PA.

Basic Function: The controller is a senior position, responsible for the accounting operations of the company, to include the production of regular financial reports, maintenance of the 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.

## **Principal Responsibilities:**

# Management

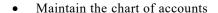
- Maintains and enforces a documented system of accounting policies and procedures
- Manage outsourced functions
- Oversight over company MRP (Manufacturing Resource Planning) Software
- Oversee the operations of the accounting department, including the design of an organizational structure that is adequate for achieving the department's goals and objectives
- Oversee the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures
- Day to Day Management of Accounting Admin Personnel AR, AP etc

### **Transactions**

- Ensure that accounts payable are paid in a timely manner
- Ensure that all reasonable discounts are taken on accounts payable
- Ensure that accounts receivables are collected promptly
- Process payroll in a timely manner
- Ensure that bank reconciliations are completed in a timely manner
- Ensure that required debt payments are made on a timely basis



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- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions

# CCS

# Reporting

- Issue timely and complete financial statements
- Coordinate the preparation of the corporate quarterly & annual report
- Recommend benchmarks against which to measure the performance of company operations
- Calculate and issue financial and operating metrics
- Manage the production of the annual budget and forecasts
- Calculate variances from the budget and report significant issues to management
- Provide for a system of management cost reports
- Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

## Compliance

- Coordinate the provision of information to external auditors for the annual audit
- Monitor debt levels and compliance with debt covenants
- Comply with local, state, and federal government reporting requirements and tax filings

**Desired Qualifications:** The controller candidate should have a bachelor's degree in accounting with 3 to 5 Years of Experience in a Manufacturing Environment. Strong communication and interpersonal skills, Very strong attention to detail, MS Excel, MRP/ERP Software and QuickBooks Skills.

Working Conditions: Primarily in an office environment. Will be expected to travel as needed to company subsidiaries. Periodic weekend or evening work is expected.

**Hours Expected to Work:** 40 hours per week. 8:30 AM to 5:00 PM.

## **Compensation & Benefits:**

Salary – Commensurate with Experience

Bonus – Up to 10% based on Company Profitability and Performance

Benefits – Health Insurance & 401K

Vacation/PTO - 80 Hours for Years 1 through 5 and an additional 8 Hours each year thereafter



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