



11.7.22

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

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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