



Job Description: **Controller**

Summary Description:

Plymouth Grating Laboratory is seeking an experienced Controller to be responsible for all accounting and financial functions in a manufacturing company (A/R, A/P, payroll, inventory, etc.), as well as some additional functions relating to human resources and general office administration.



Expected Outcomes:

- Completion of month-end closing process including journal entries, account reconciliations, and supporting schedules
- Preparation of monthly financial statements via QuickBooks and presentation to management
- Detailed cash flow forecasting
- Processing of bi-weekly payroll
- Oversight of corporate benefits including 401k compliance, and Health, Dental, and FSA management and renewals
- Supervision of the A/P and Purchasing Coordinator
- Professional and timely communication with PGL's vendors, customers, and employees
- Responsible execution of established procedures and creative improvement and documentation of new procedures
- Positive, learning-oriented attitude resulting in growth of personal capabilities

Qualifications:

- Education: Bachelor's degree in accounting, business, or a directly related field
- Proficiency with generally accepted accounting principles (GAAP)
- Experience with a well-established electronic ledger system, ranging from QuickBooks to a comprehensive ERP system, is required (minimum 10 years)
- Experience executing basic accounts receivable (A/R), accounts payable (A/P), and payroll functions is required (minimum 10 years)
- Prior cost accounting experience in a manufacturing facility is highly desirable
- Strong math, computer, and oral and written communication abilities
- Expertise with Microsoft Excel
- Flexibility and comfortable "wearing many hats"

Apply online at: plymouthgrating.com/about-pgl/careers