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## Job description

**TITLE:** Assistant Controller **DEPARTMENT:** Lease Accounting

**REPORTS TO:** Leasing & Management Services- Controller

This company is looking for an Assistant Controller to assist the Controller in overseeing day-to-day activities, complex transactions, the month-end close process, reporting, Financial Planning & Analysis. Support the business by introducing process improvements, innovations, efficiencies, and solving problems.

### Responsibilities:

- Work with the Accounting Manager on all aspects of the monthly close process and related deliverables
- Ensure the integrity and timeliness of financial statements
- Evaluate work processes and suggests improvements where necessary
- Assist in evaluating and implementing additional accounting controls to ensure SOX compliance.
- Perform technical accounting research on complex accounting issues, monitor prospective accounting changes, evaluate impact, and ensure proper adoption
- Review contracts and ensure proper recognition. This entails working closely with the legal department to ensure a proper understanding specifically complex and unusual transactions.
- Facilitate external and internal interim and annual audits, SOX control self-testing, and the SSAE 16 self-testing.
- Prepare memos, narratives, management discussion, and analysis, including graphs, charts, PowerPoint presentations, etc.
- Perform extensive financial statement variance analysis vs. forecast, prior year, and monthly trending
- Review key reports such as cash forecasts/projections, working capital, and management reporting package as well as quarterly and annual schedules and footnotes for SEC reporting
- Coordinate or assist in the annual plan process, 5-year forecast, monthly forecast, and all budget and forecasting matters, working closely with the Senior

Financial Planning and Reporting Accountant, interacting with key department heads in developing key plan/budget assumptions

- Work closely with consultants and project managers in system selection, configurations, implementation, and upgrades.
- Perform ad hoc reporting, analysis, reporting enhancements, and projects
- Manage and lead the general ledger and accounts receivable teams
- Work closely with the Tax Department and provide necessary information for tax provisions and other tax matters
- Provide additional accounting support to the Leasing & Management Services Controller and Senior Vice President – Finance as needed

**Education and Experience:**

- Bachelor's degree in Accounting or Finance
- CPA with minimum of 7 years of public and private industry experience, leading and managing a team
- Experience in Financial Planning & Analysis is required.
- Advanced proficiency in Excel is required
- Leasing or railroad industry experience are preferred.
- Experience with budgeting models, and dashboard reporting a plus
- Experience in EPICOR, DAX, OneStream, and Prospero are a plus

**Key Competencies**

- Willingness to learn
- High level of accuracy
- Strong analytical, problem-solving, and research skills
- Must be able to understand complex transactions and issues with a demonstrated ability to think outside the box
- Excellent leadership skills, exceptional written and oral communication, a proven ability to work in a team environment, independently with minimal direction, and the ability to interact confidently with management.
- Ability to read and comprehend legal documents (i.e., lease agreements).
- Strong time management and organizational skills
- Demonstrate ethical and moral behavior; unquestionable integrity and character.



Job Type: Full-time