**Assistant Controller**

**Job Title:** AssistantController

**Reports to:** Controller

**Job Summary:** To ensure the profitability and growth of the aviation interests of the parent company. Assists with managing the overall direction, coordination, and evaluation of the Accounting/Finance and Human Resource Departments. Assists with carrying out supervisory responsibilities in accordance with the company policies and applicable laws.

**Job Duties:**

* Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments
* Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll, perpetual inventory integrity, fixed asset records, general & entity accounting, cost accounting, Human Resources, and Operations etc.
* Assist with developing, improving, and issuing timely monthly financial records
* Assure financial plans are consistent with organizational goals
* Provide financial analysis tools to evaluate company ventures or special projects, performs due diligence analysis for opportunities, reviews and analyzes capital expenditures, products costing, etc. when necessary
* Manage commercial banking relationships
* Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies
* Assist Controller with other projects as necessary as specified by location

**Requirements and Qualifications:**

* Education and Experience: Bachelor Degree (B.A.) from a four-year college or university; five or more related experience and/or training, or equivalent combination of education and experience.
* CPA license is preferred but not required; valid driver’s license; pass pre-employment and random drug screens; able to pass extensive 10 year background check.
* Must be people oriented; highly motivated with positive attitude; adhere to company policy; work effectively under time constraints; must be proficient at Word, Excel, Outlook, and PowerPoint; must be able to effectively communicate (read, write, speak) in English.
* Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to respond effectively to the most sensitive inquiries and complaints. Effective and persuasive presentation skills on controversial or complex topics to top management, public groups, and/or board of directors.
* Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.
* As this position is at an airport, under the direction of the Department of Homeland Security, the successful applicant must complete a ten year background check to include fingerprinting and a security threat assessment, along with a pre-employment drug screen and driver’s license check.

**Physical Demands and Work Environment**

This is an airport environment with duties both indoor and outdoor. Must be able to withstand extreme outdoor weather conditions and extreme temperature ranges will be encountered.

**Requirements and Qualifications**

Must be 18 years of age or older; high school diploma or GED; valid driver’s license; pass pre-employment and random drug screens; able to pass extensive 10 year background check. Must be people oriented; highly motivated with positive attitude; adhere to company policy; work effectively under time constraints; must be able to effectively communicate (read, write, speak) in English.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.