

ASSISTANT CONTROLLER – Krieger Worldwide

Duties

- Assist CFO in the management of Corporate and Branch Accounting Operations.
- Oversee Accounts Payable, Accounts Receivable, Credit & Collections, General Ledger and Payroll.
- Maintenance and Development of control systems
- Maintenance of GL and supporting records
- Monitor cash position.
- Daily management report.
- Prepare and post journal entries
- Reconcile monthly general ledger balance sheet accounts with appropriate supporting back up.
- Prepare and maintain asset schedules.
- Prepare and present to CFO monthly financial statements (balance sheet, income statement, expense GL transaction reports and statistical data).
- Compliance with federal, state and local reporting.
- Monitor banking activities of companies
- Oversee Agent reconciliations
- Recommend short and long range departmental goals, objectives, policies and operating procedures
- Internal customer service.

Required Skills

- Minimum Education Level (BS Accounting/Finance)
- Minimum Experience (5 years)
- Supervisory Skills/Experience
- Computer literacy
- Microsoft Office (Outlook, Word and Excel)
- Industry Software knowledge, CargoWise preferred
- Detail oriented
- Good interpersonal skills
- Ability to maintain professional demeanor in challenging situations
- Good verbal and written communication
- Able to work under pressure, Flexibility in handling multiple tasks
- Fluent in written and spoken English
- Ability to sit for long periods of time
- Ability to use computer keyboard for long periods of time

Desired Skills

- Brokerage, Freight Forwarding and/or warehousing experience
- Fluent in Spanish

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Status

- Exempt

Agreed

Employee Signature

Date

Manager Signature

Date