

## **Assistant Controller – Job Description Summary**

Reporting to the Controller, this position will be responsible for directing employee payroll administration and Accounts Payable functions. The Assistant Controller will also assist in the preparation of the financial statements and reports by directing the Accounting Manager and indirectly overseeing the related accounting functions.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment