

Job Description

Posted: 05/07/2019

Location: Peabody, MA USA

Title: Controller

Reports to: Patrick Moran, President & COO

Type of Position: Full-Time Part-Time Contractor Intern

Hours: 40/week Exempt Non-Exempt

JOB DESCRIPTION

The Controller for AES Corporation is responsible for the accounting operations of the Company including the production of periodic financial reports, maintenance of an adequate system for accounting records along with a comprehensive set of controls and budgets designed to mitigate risk, enhancement of accuracy for the Company's reported financial results, and ensuring that reported results comply with generally accepted accounting principles or international financial reporting standard. This position is also responsible for supporting Ownership, the company President & COO, and working in a collaborative manner with the Leadership Team.

PRIMARY RESPONSIBILITIES

- Guide financial decisions by establishing, monitoring, and enforcing company policies and procedures
- Monitor and confirm financial condition by conducting audits; providing information to external auditors
- Prepare budgets by establishing schedules; collecting, analyzing, and consolidating financial data from leadership; compiling consolidated results and recommending plans
- Achieve budget objectives by scheduling expenditures; analyzing variances; initiating corrective actions
- Provide status of financial condition by collecting, interpreting and reporting financial data
- Prepare special reports by collecting, analyzing, and summarizing information and trends including issuance of financial and operating metrics
- Support cost reduction through cost analysis and identification of cost drivers endangering the Company
- Maximize return and limit risk on cash by minimizing bank balances in non-interest-bearing accounts
- Protect assets by establishing, monitoring, and enforcing internal controls
- Provide financial analyses as needed; in particular for capital investments, pricing, new product, and contract decisions
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives

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Job Description (*continued*)

- Oversee the payroll group to ensure that all deductions and time card activities are payroll compliant
- Maintain and enforce a documented system of accounting policies and procedures for A/P, A/R, Purchasing and Inventory Control
- Maintain financial staff job results by coaching, counseling, and managing employees; planning, monitoring, and appraising job results
- Maintain financial staff by recruiting, selecting, orienting, and training employees
- Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislations; enforcing adherence to requirements; filing financial reports; advising
- Responsible for transactional integrity of the financials by analysis of the processes and systems that affect financial reporting
- Responsible for maintenance of contracts for business concerns including renewal and cancellations as determined by the Leadership Team
- Protect operations by keeping company financial information and plans confidential
- Other projects as required by the business

SECONDARY RESPONSIBILITIES

- Work with vendors to drive development, installation, and maintenance of IT systems including development and management of the budgeted spending for computers and peripherals
- Drive the upgrades and maintenance programs for MAX, Great Plains, and Salesforce CRM
- Manage phone system including upgrades, repairs, and changes for the business as a whole
- Maintain and work to improve the building alarm system
- Work with the Director of Manufacturing to develop and oversee the Purchasing function in order to focus on cost savings and drive efficiency

EDUCATION & EXPERIENCE

- 10+ years total work experience; 4+ years with people management experience
- Must be able to interact with all departments with professionalism, fortitude, and gravitas
- Must have experience with a manufacturing setting
- Knowledge of FX is nice to have
- Great Plains software experience a plus; exposure to MAX ERP software also a plus
- College degree is preferred, but not required; MBA a plus

ABOUT US

AES Corporation is a privately held company, serving a worldwide base of commercial and government customers in the alarm industry for fire and life safety applications. We offer a competitive base salary and benefits, paid vacation and holidays, 401K, and more. Compensation is commensurate with experience. Please send resume with cover letter (must include salary expectations) to the attention of Human Resources at careers@aes-corp.com. AES is an Equal Opportunity Employer, committed to hiring returning veterans. Principals only. Recruiters, please don't contact this job poster. Please, no phone calls about this job. Please do not contact job poster about other services, products, or commercial interests.