

# CAREERS IN CORRUGATED: CONTROLLER

## Executive summary:

The Controller is responsible for the overall accounting operation for the corrugated box plant, including financial reporting and budgeting.

## Controller responsibilities:

- Direct all phases of accounting, including financial reports and budgeting
- Oversee, manage and evaluate the accounting staff, including the payroll administrator
- Ensure that the accounting staff is properly trained
- Review all entries in financial statements
- Review accounts payable and receivable for accuracy
- Maintain insurance records and provide information to receive insurance quotes
- Prepare government and regulatory tax filings
- Direct company's annual audit

## Supervisory responsibilities:

- Directly manage accounting department
- Responsible for overall accuracy of filings, reports
- Oversee payroll administrator

## Controller skill sets:

- Excellent communication skills; able to speak effectively to employees, managers
- Computer literacy; proficiency in major software packages, including accounting software
- Ability to read and interpret financial statements, regulatory laws, contracts, professional journals, business periodicals
- Ability to write reports, correspondence, procedure manuals
- High-level math skills: ability to calculate discounts, interest, commissions, proportions, percentages, area, volume; ability to present financial alternatives and recognize financial trends and performance
- Excellent reasoning skills; ability to solve practical problems

## Controller education/ experience:

- College degree with an emphasis in accounting or finance
- Five years of experience as an accounting manager
- Three years of experience in a manufacturing environment
- Proven ability to analyze financial statements and identify potential problems

## Preferred candidates have:

- CPA
- Experience in the corrugated industry
- Experience in cash management

## Leadership skills required:

- Demonstrated leadership ability
- Superior time management
- Excellent listening ability; provide positive and corrective feedback
- Employee relations skills; conflict resolution ability
- Teaching skills; ability to help others learn quickly and effectively
- Crisis management; great emotional control
- Professional appearance