

Assistant Controller Position

JARCO COMPANIES is a family-owned company which includes Jarco Readymix and Madden Materials, your source for Readymix, topsoil, gravel, sand in the greater San Antonio area. We are proud to offer 100% Employer Paid health, dental and vision for our employees!

JARCO COMPANIES is seeking an Assistant Controller to join our growing company. If you have exceptional organizational skills and attention to detail, come join our team! Apply today!

Essential Job Functions: The Assistant Controller must be able to perform all the following duties and responsibilities with or without reasonable accommodation:

- Perform the Controller's position when away
- Monitor A/R, A/P, bank account balances and cash requirements to ensure all company obligations are met
- Along with the Comptroller, oversee the management, training and mentoring of the accounting and administrative team. Document job descriptions and assist in managing staff performance
- Oversee the senior accountant to ensure accurate internal and external financial reports and be able to analyze, discuss and explain financial variances
- Identify and solve discrepancies in the accounting records
- Understand the nature of all the business entities, how they interact and be able to account for intercompany items. Develop appropriate methodologies for intercompany and profit/cost center reporting
- Develop and oversee fixed asset accounting processes
- Ensure proper sales tax laws are applied for both purchases and sales of products
- Along with the companies CPA firm and internal operations, ensure all federal, state, county and local tax filings are accurate and timely filed
- Ensure accounting practices follow legal and tax-based accrual accounting principles
- Ensure the company is following proper internal controls and policies
- Work with executive management to assist them with control over their profit and costs centers

Duties and Responsibilities:

- Review and distribute accounting and financial data including consolidating financial statements

- Oversee the generation of financial reports for the company, including executive reporting, cost center and profit center reporting, cash flow statements, balance sheet and profit and loss reports
- Full General Ledger reporting responsibility in accordance with tax-based accrual accounting. Identify, review, and resolve 'odd items' arising from normal operations and know when to coordinate with the external CPA firm
- Oversee month-end and annual financial adjustments
- Ensure all inter-company related transactions are properly accounted for and proactively propose adjustments as company changes
- Understand payroll, 1099, income tax, franchise tax and sales tax requirements for multiple companies and oversee/perform reporting to the appropriate taxing authorities
- Manage the chart of accounts and profit/cost centers for all companies
- With Senior Staff perform forecasting and analytical review of company operations
- Develop costing models
- Assists Controller with maintenance of fiscal records, payroll/401(k) employee requirements and general accounting operations
- Support company insurance audits and understand the various insurances to record insurance payments correctly

Education/Experience:

The educational background of an applicant to this position is a CPA with a bachelor's degree in accounting. MBA preferred.

In addition, a qualified applicant will have:

- Minimum of ten years of work-related experience with 5 years as Assistant Controller or Controller
- Experience to include:
 - Accounting knowledge to be able to accurately record all transactions in a multi-company environment
 - Experience in a mining and construction environment
 - Ability to record all types of real estate transactions including purchases, sales and real estate based loan
- 5 years of managing employees
- Strong analytical skills and attention-to-detail
- Effective communication and interpersonal skills
- Possess and exhibit an exemplary level of integrity and discretion in handling confidential information

- Proficiency with accounting software, ERP systems, and Microsoft Office with advanced Excel skills
- Strong focus on continuous process improvement and ability to work in a rapidly changing environment
- Work collaboratively in a team environment and build effective working relationships inside and outside of the administrative group
- Sound judgment and problem-solving skills
- The ability to create a cohesive team

We are an equal opportunity employer and prohibit discrimination/harassment without regard to race, color, religion, age, sex, national origin, disability status, genetic, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws.

Job Type: Full-Time