

ACL Airshop LLC

Assistant Controller - NY

Position Overview

Senior level accounting position responsible for providing the full range of accounting duties to support the Company's leasing business. Seeking a candidate with a desire to be part of a high-performing, high-growth company and ready to take on significant responsibility. Particular emphasis will be placed on the accounts receivable function: posting invoices and credit memos, monitoring customer accounts, overseeing collection efforts and establishing bad debt reserve. In addition, this position will assist with closing duties, financial reporting and analysis, as well as audit support. This person will be located at the Company's Oceanside, NY operation where they will work closely for the Company's Executive Vice President – North & South America.

Note: Occasional travel (<10%) may be required to South Carolina and The Netherlands.

Essential Functions

1. Assist in financial activities for day-to-day business operations, month end close, general ledger maintenance, and balance sheet account reconciliations including intercompany accounts.
2. Posting, collecting, processing, logging and auditing all tasks and activities in support of the accounts receivable function. Ensure that all activities, actions, reports and transactions are processed and accomplished in compliance with all applicable laws, regulations, standards and principles.
3. Responsible for overseeing customer accounts to ensure proper and timely billing and processing of payments received, including cash and customer account reconciliation.
4. Responsible for collection management, including identifying and overseeing past due accounts and credit holds.
5. Responsible for establishing and monitoring bad debt allowance / uncollectible accounts.
6. Collect, prepare and process information utilizing existing systems, software and processes, assuring the accuracy and timeliness in accordance with operational and departmental requirements.
7. Perform analysis of business operations for multiple entities.
8. Assist in the independent auditors' year-end financial audit.
9. Assist in budget preparation and monthly reporting process.
10. Assist in various routine or strategic initiatives that may require accounting analysis or reporting.
11. Work independently with limited to no supervision.
12. Communicate and work effectively with internal teams throughout America, Europe, and Asia.
13. Ensure that all work related activities and functions are performed in a professional and ethical manner in compliance with the operating principles established for ACL Airshop and the accounting department.
14. Perform all duties and activities in a safe and responsible manner.

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15. Perform duties effectively in the most cost-efficient manner possible.
16. Recommend realistic cost savings.
17. Perform all other related duties as required.

Education and Experience

- A bachelors degree in accounting or a related discipline plus at least four (4) years of directly related business accounting experience, including experience in a commercial, sales or leasing environment.
- Strong communication skills are required.
- Excellent computer skills are required, including a working knowledge of current accounting systems and proficiency with Excel and MS Office.
- Experience with Microsoft Dynamics or similar ERP software a plus