

WASHINGTON MILLS

Job Opening: Corporate Controller

Washington Mills North Grafton, Inc.

20 North Main St., P.O. Box 428, North Grafton, MA 01536-0428

(508) 839-6511

Company Description

Washington Mills is one of the largest producers of high-quality abrasive and fused mineral products in the world. It has facilities throughout the U.S, Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets. Washington Mills offers a comprehensive and competitive benefit package including medical, dental, life insurance, 401(k) with an employer match, paid vacation and holidays and opportunities for career development.

Job Description

Washington Mills is looking to hire a Corporate Controller to serve at a senior level on team at Washington Mills. The job is based in North Grafton and will report directly to the CFO. The Corporate Controller is responsible for managing the local plant controllers, preparing monthly consolidated financial statements from the company's 6 domestic and 2 foreign subsidiaries, managing the audit and tax filings, and maintaining and improving the company's systems for internal controls. Detailed job functions are described below.

Essential Functions

Financial Reporting

- Responsible for all Consolidated monthly, quarterly, and annual financial reporting to internal and external users
- Prepare Monthly Consolidated Financial Statements for Senior Management
- Review Monthly Subsidiary Financial Statements and discuss results with Division Controllers
- Assist in Preparation of and/or Review Quarterly Review Reports and Attend each Subsidiary Quarterly Financial Review Meetings
- Prepare and present Quarterly and Annual Consolidating Results to Executive Board
- Prepare Quarterly Debt Covenant Compliance Filings for Lender
- Maintain system of internal controls and monitor compliance at all North American facilities
- Review and assist in preparation of all North American subsidiary business plans and assist in preparation of consolidated business plans
- Prepare Special Reports for Banks and Government Agencies as needed

Consolidated YE Financial Statement Audit

- Work with outside auditor firm
- Supervise preparation of detailed complete audit binders for all North American operating entities and prepare USGAAP adj's for Audited Financial Statements for Canadian Subsidiary
- Analyze and summarize all USGAAP differences for European Subsidiaries
- Prepare audit binders for Parent and Management Companies

- Prepare consolidating schedules for audit reporting package
- Prepare Audited Consolidating Financial Statements
- Prepare all footnote disclosures for audited financial statements in accordance with US Generally Accepted Accounting Principles

Supervision of Division Controllers

- Provide supervision and support to North American WM Subsidiary Controllers
- Provide training and education of ERP applications and processes
- Support division controllers in preparation of monthly reporting packages
- Support division controllers for consigned inventory activity
- Coordinate payment methodologies for periodic vendor payments by controllers
- Manage and provide support for ad hoc project workload (cost analyses, ROI assessments, etc.) and facilitate cross-entity information/analyses
- Prepare annual performance reviews and assess areas for growth and improvement

Corporate Quarterly & Annual Federal and State Tax Filing

- Work with outside tax accountants
- Prepare detailed tax provisions by entity
- Prepare tax reporting schedules to provide necessary support for preparation of corporate tax returns (Federal, State and Provincial) for all North American subsidiaries
- Prepare all necessary monthly and quarterly state and local tax filings for domestic subsidiaries
- Prepare Annual Form 1099's for Management Company and North Grafton Subsidiary

Maintenance of Accounting Records

- Prepare intercompany management company billings to subsidiaries
- Prepare all journal entries for monthly accounting activity for Parent and Management Company
- Prepare monthly reconciliation of all Parent and Management Company cash accounts
- Prepare monthly intercompany reconciliations
- Prepare monthly reconciliations of significant non-cash general ledger accounts for Parent and Management Company

Other

- Provide backup support for Credit and Collections at WM for releasing orders and setting up new ship-to addresses when Credit & Collections Manager is out of office
- Assist in management of Corporate Risk Management Programs
- Assist in cash flow planning and cash management activities
- Assist in managing corporate banking relationship for credit and treasury services
- Work with reports and process flow in the ERP system to make accounting work as efficient and standardized as possible.

Required Skills

- Bachelor's Degree in Accounting – CPA Designation required.
- 10-15+ years in public & private industry accounting with at least 5 years of financial management experience (7-10 years in public accounting firm's audit group with supervisory experience and a concentration in manufacturing clients will also be considered)
- Strong cost accounting knowledge
- Proficiency in all Microsoft Office products with advanced Excel skills
- Experience working with a variety of computer systems and with MIS department

- ERP System Analysis and System Implementation a plus
- Must be self-motivated, and have proven ability to work in, and contribute to, a team environment to drive operations' decisions and process improvements
- Strong supervisory, interpersonal, presentation, and communication skills
- Well organized, logical thinking decision-maker with an analytical, detail approach to researching and problem solving
- Ability to prioritize and manage multiple projects and responsibilities
- Proven ability to motivate and mentor team members
- Support tactical and strategic initiatives to identify, develop and build upon operational improvements
- Committed to the highest standards of ethics and integrity
- Ability to travel domestically and internationally, up to 20-25% annually

Compensation/Benefits

Washington Mills offers a comprehensive and competitive benefit package and opportunities for career development, including:

- Paid at a rate commensurate with education and experience
- Company paid medical and dental plans
- Company paid life insurance
- Defined Contribution Plan
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave

The above statement reflects the general details considered necessary to describe principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

If interested, please submit resume to graftonjobs@washingtomills.com

Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.

Dated: June 2019