



Assistant Controller

Location: Klamath Falls

Assists the Controller with all accounting, financial, human resources, I.T. and administrative matters within the company.

Essential Duties and Responsibilities:

- Assist with the preparation and approval of the annual operating, cash flow, and capital budgets.
- Coordinate month-end and year-end closing process.
- Analyze financial statements to pinpoint potential weak areas.
- Analyze cash flow, cost controls, and expenses to guide business leaders.
- Oversee cycle counts at both stores and works to ensure processes are in place to eliminate shrink.
- Control and report on levels of inventory and its management.
- Assist with human resources and safety management for the company.
- Provide for the safeguarding of all assets of the company.
- Determine, with the input of upper management, information needs at all levels of the company and provide data in a timely and accurate manner.
- Assist with the choice of and management of all insurance matters in the company.
- Oversee Accounts Receivable and recommend and enforce credit policy for the company.
- Oversee Accounts Payable and approve vendor payments for the company.
- Oversee and train store office staff.
- Assist with computer operations of the company including cash registers, hardware, software.

Skills:

- Excellent command of retail accounting, physical security, retail store operations, retail purchasing and inventory management.
- Must be proficient in Excel.
- Must be able to develop and manage budgets.
- Must be able to transform data into meaningful management information.
- Must be a capable negotiator, administrator, have excellent communication skills, and ability to interact with management, vendors and the general public.

Education/Experience:

Bachelors degree in accounting or business administration. Prior experience as an assistant controller or controller preferably in a retail environment.

This is a full time position with a benefits package that includes health, dental, vision, life insurance, 401(k) with matching contributions and Paid Time Off. Please email your resume and cover letter to personnel@diamondhi.com