



Title/Position:	Controller (Full-Time)	Location:	Port Angeles, WA
		Status:	Exempt, Salary
Summary:	<p>Manage the overall financial operations of Armstrong Marine USA and provide accurate information to the management team, including analysis, budgeting, forecasting and financial reports. Direct the company's accounting functions, including establishing and maintaining accounting principles, practices, and procedures. Maintain the company's accounting systems and implements changes as required.</p> <p>It shall be the commitment of all employees to uphold Armstrong Marine USA's Core Values of: Respect, Teamwork, Quality Craftsmanship, Financial Responsibility, Accountability, and Safety.</p>		
Reports:	<p>Reports To: Managing Director Direct Reports: AP/AR/Payroll Manager</p>		
Competencies:	<ul style="list-style-type: none"> • Creative and Innovative Thinking / Problem Solving / Research and Analysis • Accountability and Dependability / Decision making and Judgement / Ethics and Integrity • Attention to Detail / Quality Orientation • Time Management / Planning and Organizing • Enforcing Laws, Rules and Regulations • Coaching and Mentoring / Team Work • Development and Continual Learning • Mathematical Reasoning 		
Duties:	<ul style="list-style-type: none"> • Guide financial decisions by establishing, monitoring, and enforcing policies and procedures. • Protect assets by establishing, monitoring, and enforcing internal controls. • Manage bank accounts and provide cash flow forecasting to inform financial decisions. • Manage company credit facilities to maximize company credit score. • Monitor and manage A/P and A/R to achieve company performance targets. • Manage the preparation and timely submittal of company payroll, including administrative duties pertaining to benefits. • Prepare budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans. • Achieve budget objectives by scheduling expenditures, analyzing variances, initiating corrective actions. • Provide status of financial condition by collecting, interpreting, and reporting financial data in accordance with legal requirements and company policy. • Prepare special reports by collecting, analyzing, and summarizing information and trends. • Comply with federal, state, and local legal requirements by studying existing law, anticipating future legislation, enforcing adherence, filing financial reports, and advising management accordingly. • Manage Accounting Department staffing by recruiting, selecting, and training employees. • Supervise Accounting personnel via coaching, counseling, and discipline. Plan, monitor, and appraise performance results. • Collaborate with the Management Team in setting and achieving the company's annual and long-term Strategic Plans. • Protect operations by keeping financial information and plans secure and confidential. • Support training and development programs. 		
Qualifications:	<ul style="list-style-type: none"> • 5 years relevant experience, manufacturing companies preferred. • Degree in financial/managerial accounting. • Management experience preferred. • Demonstrated proficiency in accounting software including QuickBooks and Excel. • Must be eligible to work in the US. 		
Working Conditions:	<ul style="list-style-type: none"> • Travel within North America may be required. • Ability to prepare, attend and conduct presentations. • Manual dexterity required to use desktop computer and peripherals. • Overtime as required. • Lifting or moving up to 20lbs may be required. 		
Compensation:	<p>Base pay rate DOE. Benefits include:</p> <ul style="list-style-type: none"> • medical insurance, life insurance, dental insurance, vision insurance, • 401(k) retirement plan with matching employer contributions, • paid vacation, 6 paid holidays, paid sick leave, and • opportunity for paid education/training/certification. 		
Apply:	<p>Email cover letter, resume, and application to humanresources@armstrongmarine.com. Applications are available at www.armstrongmarine.com/company/work-with-us.</p>		

Armstrong Marine USA provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital or veteran/military status, pregnancy, HIV status, the presence of disabilities, or any other classification protected by applicable law.