Assistant Controller

Position Overview
The Assistant Controller position at Integrity Data works closely with the accounting team to in directing the organization's accounting functions including cost, payables, and reporting. The position will focus on financial management, compliance, and cash, asset and liability management. The Assistant Controller will work closely with all customer facing teams to assure the customer’s experience is positive.

Essential Functions

Financial Management
- Prepares financial statements to summarize and forecast the company's financial status
- Produces and manages balance sheets and analyze future earnings and expenses
- Assists with management of accounting, auditing and budgeting within the organization

Compliance
- Ensures that all corporate and required internal control and accounting policies and procedures are documented and followed by the organization
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards
- Assists with the external audit (preparation and visit), including the collection and/or production of supporting documentation
- Ensures compliance with and prepare reports according to applicable government regulations

Cash/Asset & Liability Management
- Oversee the institution's day-to-day cash management process. Monitor all checking, investment and short-term debt balances. Transfer and invest short-term funds as appropriate
- Reconcile all bank accounts on a monthly basis
- Review the company's accounting information to identify and resolve inaccuracies or imbalances
- Implement the efficient and standardized monthly and annual closing of the books

Other Duties
- Oversight of accounting activities performed by finance team members
- Assists in annual budget preparation
- Provides input to strategic decisions that affect the functional area of responsibility
- Other duties as assigned
Qualifications

- Experience with accounting software packages (ERP systems)
- Highly skilled in math, accounting and financial processes
- Proficiency in Microsoft Office tools
- Capable of resolving escalated issues
- Strong analytical and problem-solving skills
- Work well within a team environment with a focus on team success
- Excellent communication skills (written and verbal) and interpersonal skills
- Detail oriented and highly organized
- Skilled in time management and the ability to prioritize tasks
- Able to articulate concepts and ideas
- Excellent critical thinking skills
- Self-motivated, goal oriented, result driven and able to be self-directed
- Ability to bring creative solution to challenges within the accounting team
- Desire to build professional lasting relationships with internal and external customers

Education and Experience

- Requires 3+ years of accounting experience
- Bachelor of Science in Finance, Accounting or Business Administration required
- CPA or CMA preferred

Employment Details

- FLSA status: Full time, Regular, Exempt
- Department: Finance & IS
- Reports to: Director of Finance & IS
- 40-hour Work Week: Office hours are Monday through Friday 8 a.m. to 5 p.m. Central
- Home Office: 125 N. Kickapoo Street Lincoln, IL
  - The position is required to work from the home office

Benefits

- Major Medical Group Insurance (optional)
- Health Reimbursement Arrangement (must participate in Major Medical Group Insurance to be eligible)
- Flex Spending Account (optional)
- Short-Term and Long-Term Disability Insurance (Employer Paid)
- Life Insurance (Employer Paid)
- 401(k) Plan (1 year waiting period, 100% vested upon enrollment)
- Six (6) Paid Holidays as described in employee handbook
- PTO Plan as described in employee handbook
About Integrity Data

Headquartered in downtown Lincoln, IL, and celebrating over 20 years in business, Integrity Data serves over 10,000 organizations representing more than 4 million employees worldwide. From small businesses to some of the largest and fastest growing organizations, your people are our priority.

Our team is made of professionals, creatives, accountants, obsessive-compulsive, fun, intelligent, equipped, results-oriented and kind-hearted individuals who seek to provide the best they can on a daily basis.

We are committed to creating great customer experiences at every touch-point that we offer: our software, our support, our service and our people. We love what we do and we enjoy who we work with.

If this sounds like a great fit for you, please visit integrity-data.com/careers to submit your cover letter and resume.