



Job Description

Job Title: Assistant Controller
Reports to: Chief Financial Officer (FFC)
Location: Corporate Office (Houston, TX)

Position Description:

The Assistant Controller has overall responsibility for the accuracy, integrity and communication of the Company's financial vision and strategy. The position will ensure that records are maintained in accordance with Generally Accepted Accounting Principles. Is responsible for the development, communication, and administration of the sales commissions. Assists the CFO and senior leadership with developing annual budgets, forecasting tools, as well as developing and implementing tools to analyze company performance, sales and other programs. Manage and drive month end and year-end financial processes. Maintain the necessary fixed asset information including capitalized amounts, depreciation expense, and disposal of fixed assets. This individual will also be actively involved in all aspects of the business (internal and external) to ensure that the financial records properly reflect the business activities.

Qualifications: Knowledge, Skills and Abilities

- Bachelor's Degree in Business Management, Accounting, Finance or related field.
- 8 years of accounting, finance, budget preparation and forecasts, financial analysis, and local, state & federal government reporting requirements and tax filings.
- Strong oral and written communication skills including outstanding interpersonal and consultative skills
- Demonstration of a high level of administrative competence and excellence in analyzing organizational risk management and profitability understanding
- Thorough knowledge and understanding of and highly skilled at setting priorities and managing multiple projects and processes
- Understanding of accounting policies and procedures
- Knowledge and proficiency of Microsoft Office, especially advanced excel knowledge.
- Project management skills
- Ability to multitask in a high paced environment
- Flexibility to find solutions outside of tradition

Preferred Qualifications

- Group 1 Life & Health Insurance license
- CPA license

Must be able to obtain and maintain security clearances and successfully complete a thorough background check.

EQUAL OPPORTUNITY EMPLOYER