

**GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Assistant Controller, Analysis & Reporting

**APPROVED BY:**

**DEPARTMENT:** Administration

**APPROVED DATE:**

**REPORTS TO:** Controller

**CLASSIFICATION:** Exempt

**SUMMARY:** Assists Controller in most phases of accounting management, with focus on financial statement analysis & reporting.

**DUTIES AND RESPONSIBILITIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

**General Accounting Responsibilities**

- Assists with implementation and improvement of accounting systems, policies, and procedures.
- Assists with management of accounting functions including but not limited to accounts receivable and credit memos, accounts payable, and notes receivable.
- Assures accurate and timely monthly closing; works with team to decrease days to close.
- On an ongoing basis, performs the following:
  - Weekly accounts payable review and assistance with weekly check run. Monthly expense report review and processing.
- On a monthly basis, manages the following:
  - Reviews and approves journal entries; establishes and monitors journal entry approval process.
  - Maintains, reconciles, and administrates certain general ledger accounts.
  - Prepares monthly entries and reconciliation of subsidiary expenses.
  - Prepares journal entries related to Notes Receivable.
  - Reviews bank reconciliations, prepaids journal entries, A/P and Other accruals, and journal entries and reconciliation of loan/interest accounts.
- On a shared, bi-monthly basis, manages the following:
  - Prepares or reviews monthly entries and reconciliation related to certain general ledger accounts, including CRV payable, sales & use tax, and other accrued.
  - Reviews reconciliations of fixed asset ledgers and ensures all items are properly capitalized and depreciated.
  - Reviews reconciliation of Guayaki Mate Café accounting.

## **Analysis & Reporting**

Performs ongoing analysis and reporting of company financial data, by performing the following duties:

### **Analysis**

- Analyzes accounting information on an ongoing basis, to identify entry errors and update them for close. Devises new methodologies (e.g. Internal Controls, NetSuite workflows) to overcome repetitive errors.
- Periodic (monthly, quarterly, annual) review and analysis of balance sheet balances and income statement amounts, and fluctuations therein, including comparison with budgeted and historical numbers. Obtains analysis of Inventory and Cost numbers from Assistant Controller, Inventory Specialist.
- Provides support in formulation of strategic financial plans (e.g. cash flow, budgeting).
- Assists in computation of product prices, and upkeep of Price Lists in NetSuite.

### **Reporting**

- Creates, formats, saves and distributes financial and/or management reports for distribution using NetSuite financial software.
- Holds quarterly Budget to Actual meetings with regional Sales Team members and other stakeholders. Incorporates comments and corrections, as required.
- Performs technical tasks for the collection, interpretation, aggregation, and evaluation of data.
- Creates documentation for reports and queries for management and colleagues.
- Establishes databases of pertinent information for use in analyzing future plans and forecasts.
- Identifies trends and recommends improvements accordingly.
- Provides management with reports specifying and comparing factors affecting prices and profitability of products or services.

### **Additional Responsibilities**

- Supervises the work of accounting department staff.
- Assists with coordination of annual independent review and related supporting schedules.
- Documents and reviews internal controls, and provides suggestions for implementation of control improvements. Aids in preparation for company/financial statement audit-readiness.
- Assists in the implementation of new or updated software applications, as required.
- Assists with special projects as required.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises the work of certain accounting department staff.

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting or equivalent.
- Four to six years related experience and/or training.
- CPA license or background desired but not required.

- Proficient in MicroSoft Office suite, with advanced skills in Excel.
- Skilled in data manipulation.
- Familiarity with NetSuite highly preferred.
- Working knowledge of financial reports.
- Competence in duties and tasks of accounting staff.
- Working knowledge of internal controls and financial statement review/audit process.
- Ability to work with all levels of management.
- Extreme attention to detail and accuracy.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Proven leadership and business acumen skills.
- Demonstrated ability to supervise and motivate colleagues.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- Accurately complete detailed financial reports.
- Calculate figures and amounts.
- Analyze financial data.
- Sit at desk for long periods of time during the day.
- Use computer/keyboard/mouse for long periods of time during the day.
- Work under pressure, rapidly for long periods of time.
- May work longer than 8 hours/day.
- Note: The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.