Astec Industries, Inc.
Job Description

Job Title: Controller
Department: Accounting – Sterling, IL
Reports To: VP-Finance-Agg & Mining Group (Direct), Site GM (Dotted-line)
FLSA Status: Exempt
Developed By: J. May
Approved By: J. May

SUMMARY
The Controller position is accountable for the accounting operations of the site, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Prepare and maintain timely and accurate monthly financial statements and supporting schedules for site and corporate use.
• Manage the month-end close process by reviewing monthly journal entries and account reconciliations.
• Responsible for the general ledger and all subsidiary financial ledgers including system-generated transactions.
• Establish, implement, and monitor appropriate internal controls and policies to ensure conformance and compliance with generally-accepted accounting principles (GAAP) and other statutory requirements related to a publicly-traded company, i.e. Sarbanes-Oxley (SOX).
• Document and maintain complete and accurate supporting information for all financial transactions.
• Provide accounting and information for periodic (weekly, monthly, etc.) financial site and corporate reporting.
• Supervise the A/P, A/R, payroll, and other supporting accounting functions. Responsible for timely payment of expenditures and credit and collection of site receivables.
• Supervise job costing, application of costing methods, and allocation of indirect costs. Performs business scenario modeling such as flexible-budgeting, contribution-margin analysis, etc.
• Research and investigate accounting standards and apply technical guidance for complex business issues and transactions.
• Direct preparation of annual “zero-based” budget and rolling forecasts including supporting detail plans (sales, capital, manpower, etc.) Prepares necessary supporting
documentation and justification. Compares performance with operating plans and standards. Provides reports and interprets the results of operations to all levels of management.

- Participate in site sales and operations planning process to develop accurate and timely sales and net income forecast information. Provides detailed information to support planning process as needed.
- Model detailed assumptions and future events to provide budgeted and forecasted financial statements.
- Assist in relevant decisions affecting site and corporate financial performance including return on investment, make-buy decisions, breakeven analysis, etc.
- Responsible for care, custody, and control of site fixed assets.
- Prepare sales, use, and business returns for various tax jurisdictions as necessary.
- Operates as a primary contact with corporate finance and external auditors.
- Keeps abreast of current trends and practices in field of expertise. Assumes other special activities and responsibilities as directed.

QUALIFICATIONS
- 3-5 years of experience in finance with a track record of increased responsibilities
- Bachelor’s degree in finance, accounting or business required
- Management experience in a manufacturing environment preferred
- CPA or CMA preferred
- Working knowledge of enterprise resource planning (ERP) and accounting systems, well-developed financial analysis capabilities, and demonstrated ability to manage integrated applications.
- Knowledge of forecasting and budgeting concepts
- Proficient with MS Office Suite including strong Excel skills
- Strong analytical and problem solving skills
- Verbal, written, presentation and interpersonal communication skills
- Ability to recruit, train and develop personnel to build a strong financial organization and to allow for promotional opportunities for all members of the staff
- Strong leadership presence and ability to collaborate, influence and build relationships with all levels of the organization

Limited travel is required.

Reviewed: 01/14/20