



Job Title: Controller	Effective Date: 02/10/2022
Department: Accounting and Finance	FLSA Status: Exempt
Reports To: VP of Administration	

Tower Laboratories is the premier effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, prescription pharmaceuticals, personal care, and household products. Our product line includes denture cleanser tablets, antacids, cold medications, nutritional supplements, and personal care products. We are expanding our product base and currently have several new and interesting products in the development stages right now. Please visit our website to learn more about us at www.towerlabs.com.

POSITION SUMMARY & RESPONSIBILITIES:

- Candidates should have a minimum of 10 years' experience in handling and/or overseeing the following essential functions: Implement, monitor and enforce internal controls (documented system of accounting policies and procedures)
- Preparation of financial statements; collect, analyze and interpret data
- Preparation of cash flow statements
- Work with department managers to prepare annual budgets and forecasts for management
- Manage, train and coach accounting personnel
- Prepare month-end and year-end closings; collect data for review with auditors
- Manage bank loan covenants
- Oversee and participate in payroll functions
- Ensure proper tax records and reporting for Contractors (1099's) and sales and use taxes, property taxes, fixed assets and journal entries
- Manage accruals, account and bank reconciliations
- Manage and review contracts for insurance, customers and vendors
- The ideal candidate will also have experience in managing IT projects and/or IT activities.
- Overseeing cost accounting.
- Inventory and cost analysis.

QUALIFICATIONS:

- Ideal candidate will be an effective leader and communicator, highly organized
- Continuous improvement mentality
- Significant experience operating at a senior level
- Minimum 10 years accounting management preferably in a manufacturing environment
- Minimum 5 years Supervisory experience
- Demonstrated competency in accounting principles, GAAP
- Strong knowledge of cost accounting methods and variance analysis
- Advanced working knowledge of accounting software and Excel
- Strong financial analysis skills
- Demonstrated success in developing and managing business processes



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- Excellent interpersonal and communication skills
- Strong team player
- Self-starter with initiative, reliability and accountability
- Experience interacting with and influencing company leadership
- Bachelor’s Degree required; Accounting or Finance.
- Ability to work full time onsite

Tower Labs offers a friendly working environment and complete benefit package, including a 401(k). Tower Labs is a Socially Responsible Employer and a great place to work!