

## **Assistant Controller**

Wipfli LLP is assisting our client, Fosber America, with the recruitment and selection of an Assistant Controller in their Green Bay, WI location. They are a leading manufacturer and supplier of corrugated machinery and services throughout the United States that was incorporated in 1991. This position is available due to the continuing growth of the company. This position provides support to the Vice President of Finance and is instrumental in developing, implementing, and coordinating accounting functions. Fosber America's top priority is their customers, their employees and serving the community and it shows in how they run their business.

### ***Principal Duties and Responsibilities:***

1. Works closely with the Vice President to perform financial responsibilities.
2. Performs job costing analysis.
3. Analyzes operating results and creates associated reports.
4. Responsible for the quality, accuracy, and thoroughness of the general accounting and bookkeeping activities of the company.
5. Works closely with information users to identify information needs and help design and test the data collection and reporting activities required. Is heavily involved in any computer software upgrades.
6. Uses report writing capabilities in TCM ERP System to produce management reports.
7. Prepares regular financial reports including P&L, balance sheet, and departmental expenses
8. Meets with employees regularly to get their input on ways to improve operations. May involve filling in for an absent employee at times.
9. Oversees preparation and accounting for Company payrolls.
10. Heavily involved in annual and interim audits of Company accounts. Prepares year-end audit work papers.
11. Responsible for Canadian Reporting, Workers Compensation Reporting, and 401K Retirement Plan Reporting, and the physical inventory of inventory and fixed assets of the company.

### ***Knowledge, Skills, and Abilities:***

Minimum education and experience requirements:

- Four-year degree in accounting
- Seven years of experience in accounting
- Two years in a supervisory capacity
- Two years report writing experience
- Extensive job cost experience
- Proficient in accounting software, ERP systems and Microsoft Suite
- Must have the ability to travel internationally on average once a year.

If you share Fosber America's vision of maintaining an outstanding workplace by treating all people with respect, rewarding hard work and fostering fun, we would love to talk with you about this position! Resumes with cover letter (including salary requirements) can be sent to [gbresume@wipfli.com](mailto:gbresume@wipfli.com).

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protected veterans and individuals with disabilities.*