



101 Industrial Drive  
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[pineinstrument.com](http://pineinstrument.com)

Pine Instrument Company is currently seeking an experienced accounting professional to assume the duties and responsibilities of Controller. Pine's desire is to fill this position in May 2020 due to a scheduled retirement.

### **OVERALL PURPOSE**

Thriving at PINE Instrument Company requires embracing the Pine Vision of Success:

*Lead with Compassion - Follow with Respect - Interact with Integrity - Labor with Diligence - Invest with Wisdom*

### **JOB SUMMARY**

The Controller is part of a three person accounting department that serves six closely related entities. The team includes the Controller, Accounting Manager and the Accounting Clerk. To better ensure accountability, independence and transparency, both the Controller and the Accounting Manager report directly to the President. The Accounting Clerk reports to the Accounting Manager.

### **QUALIFICATIONS**

- BS in Accounting or Finance
- 5 years' experience in Accounts Payable, Accounts Receivable, Payroll, General Ledger Management and Product Standard Costing
- Strong understanding of Financial Reporting Standards (GAAP)
- Working knowledge of finance law and banking processes

### **PREFERRED QUALIFICATIONS**

- 5+ years' experience as a senior-level accounting or finance manager
- Extensive experience with Excel for data collection and presentation
- Experience with sales tax collection and remittance for multiple states
- Experience with streamlining accounting processes
- Working knowledge of federal, state, and local tax compliance regulations and reporting

### **ESSENTIAL FUNCTIONS**

The Controller has the following general responsibilities across all Pine entities:

- Coordinate with the Accounting Manager to ensure all activities support GAAP
- Coordinate with each related Pine entity to ensure all activities support GAAP
- Manage proper processing of all related entity administrative charges
- Manage the general ledger and monthly / annual financial closing process
- Manage proper collection and remittance of sales tax
- Ensure all corporate and payroll tax filings are completed properly
- Prepare for and support the preparation of all financial statements and tax returns
- Fully review all financial statements and tax returns for accuracy
- Compile data in support of product standard cost system
- Ensure accuracy of capital equipment data
- Provide cash management oversight



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- Support and maintain confidentiality guidelines
- Complete the duties of others in the accounting department when necessary
- Track and complete all required government reporting requests
- Complete all internal reporting requests
- Support and maintain all banking relationships
- Coordinate and manage all outside auditor requests
- Coordinate and manage all services of external certified public accountants

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

To be considered for this position, you must apply at [www.jobgateway.pa.gov/](http://www.jobgateway.pa.gov/), posting #13214509 and follow the instructions provided.