

Job Opportunity

To Apply

Email resume to: hr@probstelectric.com

Or fax to: (435) 657-1956

Assistant Controller

Job ID: UT918

Job Location: Heber City, UT

Position Type: Assistant Controller

Post Date: 09/25/2018

Job Posting Title

Assistant Controller

Company

Probst Electric is one of North America's premier utility construction companies. Probst operates from a Headquarters in Utah and has completed projects all over the United States. Probst performs new build, design build, and maintenance services for both the public and private sector utilities. Probst offers construction and maintenance services in a variety of utility markets including transmission, distribution, substation, drilling, and associated electrical. Probst is an Equal Opportunity Employer and participates in E-Verify. Comprehensive benefits package available including; medical, dental, vision, life insurance and 401k.

Position

The Assistant Controller will work with the accounting team to prepare statements which follow all regulatory and accounting guidelines under the supervision of the controller. The Assistant Controller will be responsible for identifying and preventing discrepancies and will help set up control systems. The Assistant Controller is expected to carry out tasks autonomously and collaboratively. This position supports Probst Electric and associated companies.

Tasks

- Support most aspects of accounting management
- Assist in the formulation of internal controls and policies to comply with legislation and established best practices
- Preparation of financial statements in compliance with official guidelines and requirements
- Manage journal entries, invoices etc. and reconcile accounts for the monthly or annual closing
- Assist in data entry/account reconciliation tasks with junior accounting staff
- Participate in preparation for the annual audit
- Assist in the preparation of budgets or forecasts
- Review financial data
- Utilize accounting IT system to facilitate processes and maintain records
- Help in development of reports for management or regulatory bodies
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports.

Qualifications

Must pass mandatory drug and alcohol screening(s).

Bachelor's Degree in Accounting or related field

Certified Public Accountant

Experience working in an environment that involves multiple projects

Excellent knowledge of accounting and financial processes (budgeting, financial closure, reporting etc.)

Understanding of data analysis and forecasting

Well-organized with ability to prioritize

Attention to detail and problem-solving ability

Working knowledge of MS Office (especially excel) and accounting software (e.g. SAP)

Ability to communicate clearly in both written and verbal correspondence

Employment Type

Full-Time

City-Heber City, UT