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## JOB DESCRIPTION

### Assistant Controller

**Job Title:** Assistant Controller  
**Salary Range:**  
**Department:** FINANCE  
**Reports to:** Controller

#### Position Summary:

Petrotech is a leading provider of advanced technology Industrial Automation & Instrumentation systems used in the energy and other industrial processes worldwide.

The Assistant Controller will perform invoicing, job costing, contract review, and assist with billing contract requirement maintenance. The individual should be comfortable managing receivables and day-to-day general accounting functions to back up the controller.

#### Position Responsibilities

- Support business planning and budgeting process.
- Invoicing customers and managing receivables.
- Review contract documents to ensure accurate and timely milestone billing and job cost.
- Manage sales and other taxes.
- Support the evaluation of process improvements.

#### Essential Skills and Experience:

- Strong understanding of accounting and finance principles, banking, analysis, and reporting of financial data.
- Strong understanding of Fixed Price and Time and Expense billing.
- Strong organizational skills and ability to manage day-to-day accounting functions.
- Understanding of project cost accounting.
- Experience with Microsoft Dynamic Business software package is a plus.
- 3+ years' experience with project cost accounting and billing.