



Assistant Controller

Drew Technologies, based in Ann Arbor MI, seeks a full-time **Assistant Controller**.

Job Description:

The main purpose of this role is to provide support and assistance to the overall management of all finance related activities within **OPUS IVS's** operations including; preparation of monthly financial statements, KPI's, budgets and forecasts for the US in line with Group requirements, provide local management with financial information, development and implementation of all financial controls within the operation and management of US cash and working capital.

The **Assistant Controller** will also play a key role in provision of business support to the US management team, identifying trends and efficiencies within the operation and assisting budget holders with the management of income, expenditure and forecasts against budget as well as assisting in its ability to demonstrate robust financial control and planning.

The role will include working with the Group Finance team located in Oxford, UK on monthly reporting as well as ad hoc day to day matters/projects as they arise.

Primary Responsibilities:

- Provide accurate monthly US management financial reporting pack in line with IVS reporting timetable
- Preparation & sharing of management information and key performance indicators for US management team, ensuring the data behind these is robust and providing explanations and analysis of developing trends
- Preparation of annual budget and forecasts for US, and continuous measurement and review of performance against them to provide detailed reporting of variances and recommended actions
- Preparation of weekly flash sales information for input to Group sales flash report
- Management of financial aspects of recurring customer revenue, monitoring and reporting of performance on agreed key renewal ratios, working closely with the sales team
- Assist in the management of all US based staff related payments including Expenses in line with company policy and salary information ready for payroll processing, together with all associated tax payments.
- Reconciliation of all bank accounts and other Balance Sheet accounts monthly and resolution of any differences
- Liaise closely with colleagues on inventory control and monthly stock take, including recommendations to improvement in process and efficiency of stock management
- Day to day management and supervision of the **Accounting Assistant** and **Account Level II**, setting objectives and managing their performance and development and close liaison with those raising sales invoices.
- Management of US suppliers in line with schedules and payment terms and processing of payments onto ledgers
- Weekly submission of US cashflow to Group to assist with Group cash management
- Management of all tax related matters including local, state and Federal taxes.
- Other duties as assigned



Minimum Qualifications

- Bachelor's Degree in finance or related field
- Minimum of 7 years of direct finance analysis
- Management experience
- Must possess a strong attention to detail and an ability to analyze data in a manner that produces relevant usable information to the business
- Proven interpersonal skills, capable of supporting the business but also providing appropriate challenge to current practices and to propose changes within the business
- The ability and strategy to get out of the "finance office" and into the operational and commercial activities of the organization to support and assist them while at the same time having the ability to challenge and find solutions
- Ability to understand and implement process that ensure the requirement to flag up issues as they arise and to Group Finance where appropriate.
- Excellent written and verbal communication skills and able to communicate at all levels, with focused emphasis on being able to simplify and interpret financial and other data into a form that is easily understood by colleagues
- Ability to prioritize tasks and responsibilities and able to work on own initiative
- Intermediate/Advanced level of Microsoft Excel
- Experience with Accounting packages, specifically Quickbooks

Preferred Qualifications:

- Advanced Finance Degree
- Successful experience working in a global environment

Physical Requirements:

- Able to travel domestically and globally
- Must be able to hear on a telephone and at times with others speaking
- Work is in a temperature-controlled office

We offer:

- 401k Plan with employer match
- Company Profit Sharing
- Insurance Plans for Medical, Flexible Spending Account, Vision, Dental, Life, Disability
- 10 Paid Holidays and Paid Time Off

About Drew Technologies:

Drew Technologies is a business unit of **Opus Vehicle Services** which is a division of **Opus Group**. **Opus Group** is a publicly held Swedish corporation with operations worldwide.

For over 20 years, we have set ourselves apart from any other J2534 diagnostic and reprogramming devices available on the market. **Drew Technologies** recently introduced the award winning **RAP® (Remote Assisted Programming)** service. **RAP®** is designed to assist automotive repair and collision technicians remotely program vehicles. In a nutshell, **DrewTech's** core competency is "talking to vehicles".