



STOCKWELL ELASTOMERICS, INC.

4749 Tolbut Street • Philadelphia, PA 19136

(215) 335-3005 • Fax (215) 335-9433

www.stockwell.com • e-mail: service@stockwell.com

Job Title: Controller/Treasurer

Accountability - Reports to President/Board of Directors

Job Summary - Directs and oversees all of the Accounting and Treasury functions of the Corporation. Develops and implements corporate financial policies, procedures and internal controls ensuring compliance with current ISO standards and Generally Accepted Accounting Principles (GAAP). Responsible for preparation and analysis of detail forecasts and budgets, monthly financial statements and Key Performance Indicators. Assures protection of corporate assets through selection of appropriate insurance coverages, balancing maximizing returns with limiting risk on investment vehicles and maintaining inventory of fixed assets. Coordinates the administration, and serves in a fiduciary capacity, for the Company 401(k) Plan and the ESOP Plan. Oversees Accounts Payable, Accounts Receivable, Costing and Tax Compliance and selection of Employee Group Benefit Plans.

Education Requirements

- Minimum Bachelor of Science degree in Accounting, CPA and/or MBA Preferred

Experience Requirements

- Five to ten years of progressive experience in an Accounting Role (Combination of Public and Private Industry is preferred)
- Experience in a manufacturing environment preferred
- Strong and current working knowledge of integrated ERP/HRIS/Payroll/Employee Benefit Systems.
- Experience in Cost Accounting, Forecasting, Budgeting, Reporting, Administration of Benefits Plans, Establishing Corporate Financial Policies, Procedures and Internal Controls, Treasury Management and Corporate Taxation
- Proficient in Microsoft Office (including Excel, Power Point, Outlook) and search engines.
- Experience in modern ERP systems preferred

Knowledge, Skills, and Abilities

- Keeps up to date with current and proposed Accounting regulations relative to financial statement preparation. (GAAP) Responsible for remaining up to date on Tax Compliance – Corporate – Individual – Entities – Trusts and Benefit Plans
- Corporate liaison with bankers, independent accountants, tax advisors, third party administrators, ESOP Trustees and Board of Directors
- Current, active, and licensed Certified Public Accountant (CPA)
- 401(k) and Employee Benefit Plan Administration and Compliance
- ESOP Trust Accounting, Administration and Compliance
- Adherence to Corporate budget objectives by scheduling expenditures, analyzing variances and initiating corrective actions if required
- Maintains professional certifications and technical knowledge by attending educational workshops and seminars, reviewing professional publications, establishing personal networks and participating in professional societies
- Development, monitoring and communicating corporate, departmental, product and individual performance measures (Key Performance Indicators)
- Promotion of continual improvement activities through value stream mapping and performance measurement



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- Excellent verbal, written and generous listening communication skills, excellent interpersonal skills
- Ability to lead a small team driving results and accountability in that team
- Perform as a key / collaborative member of the Executive Leadership Team
- Ability to work in a fast paced environment and establish priorities
- Ability to drive change and make improvements to existing processes and procedures
- Ability to lead, motivate and supervise projects, work under tight deadlines, compliance constraints and cost challenges
- Ability to collect input to make timely, independent decisions and exhibit sound and accurate judgment
- Ability to communicate changes effectively both internally to management and all staff levels and to benefits providers, third party administrators, external auditors, and bankers
- Willingness to include appropriate people in decision-making process
- Ability to deal with competing demands, frequent changes, delays, or unexpected events while remaining flexible to implement changes under pressure
- Excellent organizational abilities
- Practices ethical fundamentals at all times and leads by example
- Ability to migrate and utilize a variety of client, customer, third party administrative and banking portals

Prepared by: Sandy Greenhalgh

Approved by: Bill Stockwell

Date: 1/12/2021

Stockwell Elastomerics is an equal opportunity employer.

[Apply online](#) or send resume to:

Stockwell Elastomerics, Inc.

Human Resources Dept.

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