

- Jointly Process bi-monthly payroll along with HR Director and fund 401(k). Review annual 1099s and W-2s.
- Review and approve expense reports. Review summary of expense reports to be paid bi-monthly with payroll.
- Accrue commissions on a quarterly basis. Calculate actual commissions on a quarterly basis. Continually monitor sales to ensure revenue is tagged appropriately to match the current territory map.
- Other Responsibilities as Required:
 - Support key strategic projects as assigned, such as new product launches and systems implementations.
 - Support integration of all acquired organizations by the company.

Skills and Qualifications:

- Bachelor's Degree in Accounting or Finance, Master's Degree or CPA preferred.
- Familiarity with NetSuite preferred
- 7-10 years of Accounting experience; 2-3 years in supervisory role
- Strong computer skills including MS Word, and Excel
- Knowledge of Sales and Use taxes.
- Experience in multistate accounting practices.
- Interest in developing into the Controller.

Physical Requirements/Work Environment:

- The use of standard office equipment and computer
- Remote work environment with a low noise level

Company Description:

95 Percent Group is a leader in literacy instruction for pre-K through grade 8 across the U.S. The company offers professional development training for teachers and administrators as well as print and online products to assist teachers with literacy instruction. 95 Percent Group's comprehensive educational consulting, professional development, diagnostic assessments, and instructional materials help schools deliver instruction that consistently and significantly increase reading achievement.

The company was founded in 2005 and is based in Lincolnshire, IL (northwest suburban Chicago). Its customers are primarily school districts across the U.S., and they are served by consultants who travel for on-site training as well as through online training.

95 Percent Group has a fully engaged and highly committed leadership team who cares deeply about our mission. We've hired the best from inside and outside the industry. This is a tremendous opportunity to join a company positioned for continued significant growth. An added plus is knowing that what you're doing every day is making a significant difference in children's lives. Come work with a group of smart, fun, passionate professionals who value creativity, innovation, and making an impact.

95 Percent Group, LLC is an equal opportunity employer and will consider all applications without regards to race, sex, age, color, religion, national origin, veteran status disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.

Apply for Assistant Controller using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=26829572-58e7-42eb-a813-ac5f212a3c53&ccId=19000101_000001&jobId=440911&lang=en_US&source=CC4