



95 Percent Group LLC Position Description

Date:	October 2022	Hourly or Salaried:	Salaried
Title:	Assistant Controller	Exempt or Non-Exempt:	Exempt
Reports to:	Director of Finance and Controller	Full-time or Part-time:	Fulltime

Position Summary:

The Assistant Controller is a key leader in the Accounting Department. They will report to the Director of Finance and will work closely with the Chief Financial Officer and other company leadership. The Assistant Controller will support company leadership with strategic planning and managing the company's accounting and financial operations. This includes transaction processing; supporting budgeting, forecasting, and reporting; partnering with other functional areas; assisting in selecting financial and administrative software as required. This role provides the potential opportunity to develop quickly into the Controller for 95 Percent Group.

Essential Responsibilities:

- Oversee day to day operations in the Accounting Department including supporting and mentoring staff. Continually manage changing needs of the department based on workload and company goals.
- Work with the Director of Finance to manage all accounting functions to ensure the company is GAAP compliant. Apply new accounting standards as required. Manage the annual audit. Make any required adjusting journal entries.
- Continually monitor areas in need of process improvement. Optimize features of accounting system to improve reporting capabilities, realize cost savings, create efficiencies and increased productivity. Balance operational needs with maintaining strong financial controls.
- Work with company leadership to enhance and implement necessary internal policies and procedures.
- Manage the monthly close process to enable reporting results in an accurate and timely manner. Review account reconciliations and sales tax returns. Accrue expenses as required. Ensure transactions are posted to the correct account and department. Review and identify non-recurring transactions to be tagged as EBITDA adjustments. Make consolidating journal entries. Ensure intercompany payables/receivables eliminate and income flows through parent entities appropriately.
- Prepare financial package as directed. Prepare supporting schedules and analyze results as required.
- Review and approve check run, initiate wire transfers and upload Positive Pay file to the bank.
- Work with Chief Financial Officer and Director of Finance to support tax needs of the company. Communicate openly with tax accounting firm and keep them informed of any new company activities that may have tax implications. Make payments and distributions to owners as required.
- 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 intervention 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 helping students who struggle with reading. 95 Percent Group's comprehensive educational consulting, professional development, diagnostic assessments, and instructional materials help schools deliver intervention 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. The company has over 30 employees, with about half based in Chicago and half located in other states.

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.

To apply, send your resume to: job.fin@95percentgroup.com