



**Location:** Dallas, TX

**Company Description:** MW Logistics is a 3PL service provider to mainly mid-size and large customers. MWL is focused on providing a high-quality service to its customers. MW Logistics is propelled by a unique business model that aggregates mid-size and large partner carrier capacity to support their customers like a large asset-based carrier. MW Logistics is one of the fastest growing minority owned third-party logistics providers in North America.

## **Assistant Controller**

### **Brief Job Description:**

- Conducts financial analysis and cashflow forecasting for the business including cash management and short-term borrowing and supplier payments.
- Review and approval of daily bank reconciliation
- Daily reporting to senior management on cash sources and uses
- Initiation of weekly ACH, wires and checks for approval
- Review of daily journal entries and month end accruals
- Reconciliation of General Ledger balance sheet accounts
- Review of expenses and reporting to management
- Month end close process and preparation of management reports
- Work on audit and accounting related projects
- Recommends cost-saving or profit-generating opportunities

### **RESPONSIBILITIES:**

- Development and maintenance of accounting processes and documentation as well as training and development initiatives to address current capabilities and future training needs, including on-the-job operational training, departmental special training and new hire orientation.
- Plans, develops, implements, and administers programs, procedures, and guidelines to help staff with the strategic goals of the company.
- Leads the implementation of a performance management system.
- Responsible for the monthly reporting cycle as well as reporting to management, banks, and stakeholders.
- Ensures compliance with all statutory reporting requirements including sales and use, property and income tax and supports tax advisors in preparation of annual tax returns
- Responsible for cash forecasting and management as well as collections
- Preparation of annual budget and three year forecast
- Develop strong working relationships with other executives, management, and staff, providing advice, guidelines, and coaching as needed.



Job Requirements for Assistant Controller include:

- Bachelor's degree or higher in accounting and finance
- CPA or close to completing
- Detained understanding of accounting, finance and treasury
- Three to five years of relevant experience
- Able to communicate effectively with management
- Able to communicate effectively with customers, vendors and banks
- Strong analytical skills
- Computer skills including Windows applications excel, word and PowerPoint
- Ability to handle multiple projects
- Great Plains knowledge helpful but not required

**Apply to [MWLCareers@mwlogistics.com](mailto:MWLCareers@mwlogistics.com)**