



**Pinnacle**  
CONSULTING & RECRUITMENT



# HOT JOBS NEWSLETTER

Do what you love. Do what is right.

## CONTROLLER - 3932

### Essential Responsibilities

- Be responsible for the day-to-day accounting needs of the company, its subsidiaries and multiple properties/clients, including all financial and investor reporting, budgeting, forecasting, financial analysis, cash management activities, payroll processing and HR administration.
- Report to the President.
- Implement best practices and automation to sustain scalable operations.
- Complete other duties as assigned.

### Experience Level

Bachelor's degree in accounting or related field, 7-10 years of accounting experience preferably with a real estate company or accounting firm, strong skills in Excel, QuickBooks and accounting property management software, experience in Yardi is a plus

## AP MANAGER - 3933

### Essential Responsibilities

- Supervise three clerks working cross-functionally with other departments to ensure accuracy and timeliness of invoice processing.
- Work closely with buyers at plant level to ensure information is being returned to Accounts Payable in a timely and accurate manner.
- Be responsible for weekly cash disbursements and review/approval of checks and ACH payments.
- Draw up international wire payments including communication with foreign vendors.
- Manage all credit card programs including P-Card and virtual card.
- Administrate the travel expense and vehicle reimbursement programs.

- Assist with EDI uploading process for vendors.
- Complete credit applications and tax exemption certificates.
- Perform year-end 1099 reporting.
- Act as a back-up for payroll and learn payroll functions.
- Ability to maintain confidentiality regarding employee information.
- Complete other duties as assigned.

### Experience Level

Associate degree or higher in accounting, finance, management or a similar field, at least 5 years' experience working in Accounts Payable, minimum of 3-5 years of supervisory experience

## INTERNATIONAL TAX ACCOUNTANT - 3935

### Essential Responsibilities

- Maintain the company's database repository of foreign withholding Forms W-8BEN-E and own the process and procedures for compliance with FATCA and related IRS guidelines.
- Manage the collection and organization of information necessary to support calculations of earnings and profits, Subpart F inclusions, GILTI, and foreign tax credit utilization, including the underlying analysis and calculations thereof.
- Ensure data accuracy for purposes of U.S. federal informational income tax return compliance filings including, but not limited to, Forms 8993, 8992, 8991, 8990, 8975, 5471, 8858, and 1118.
- Prepare quarterly and annual income tax provisions of non-U.S. affiliates.
- Assist with the Company's initiative to evaluate the impact of the global tax reform and comply with the associated reporting requirements.
- Assist with the development and implementation of tax-efficient strategies designed to mitigate tax risk, maximize effectiveness of overseas cash repatriation, while minimizing worldwide tax expense and increasing shareholder value.
- Support in preparing formal responses to international aspects of domestic audits and / or notices, as needed.

- Complete other duties as assigned.

### Experience Level

Bachelor's degree in accounting or finance, minimum of 2 years of experience involving exposure to concepts of taxation, public accounting, Big 4 experience preferred, one year of working knowledge of corporate international tax concepts is strongly preferred, proficiency with ASC 740 and U.S. GAAP a plus, MST, MBA, CPA a plus