

## Job Description for:

# Assistant Controller, Administration

Please send resume / cover letter to:  
jobs@gusbates.com for consideration.  
Thank you!

### Culture Statement

Our guiding principle is, “Don’t tell me how much you know, just show me how much you care.” These words still ring as true today as when we were founded in 1966. Our foundation is built on a commitment to service and a responsibility to make a meaningful impact on our clients and community alike. We strive to be a strong partner while cultivating lasting relationships.

### Mission Statement

With a deep commitment to service, our mission is to guide and educate our clients in protecting their health, property, and financial well-being.

### Culture Characteristics

- ◆ True team mentality and a positive demeanor
- ◆ Integrity and a commitment to doing what is right
- ◆ Client-centered & family oriented
- ◆ Continuously cultivates relationships with an emphasis on service
- ◆ Confidently shares & expands knowledge with a humble heart

### Major Job Responsibilities & Duties

- ◆ Express a can-do attitude and a servant’s heart to clients and coworkers daily
- ◆ Respond swiftly to employees regarding commission and accounting inquiries
- ◆ Develop & maintain good working relationships with Account Managers, Producers, and Internal Partners
- ◆ Assist the Controller, as needed
- ◆ Perform accounts payable processing & other basic accounting functions
- ◆ Entering and processing commission statements
- ◆ General accounting & administrative tasks, as assigned

### Requested Skills & Qualities

- ◆ 4-year college degree or industry specific designation preferred
- ◆ High level of computer literacy including working knowledge of Microsoft Outlook, Word, Excel, PowerPoint and Adobe
- ◆ Excellent communication and interpersonal skills required
- ◆ A results-driven approach in order to meet goals
- ◆ Resourcefulness and a willingness to take ownership of each and every task
- ◆ Strong attention to detail and accurate record keeping
- ◆ Excellent time management skills, the ability to set priorities and adapt to changing conditions and work assignments
- ◆ Eager and willing to enhance knowledge and skills

### Compensation

We would love to share more on our team member benefits and compensation. Please inquire for more details.

Please Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.