

**Notice of Position Opening
Internal/External
Full Time**

Title: Assistant Controller
Posting Number: S-40
Posting Date: February 3, 2025
Reporting to: Controller
Grade Level: M2

Applications will be accepted up to February 17, 2025

Firestone Liberia is seeking to hire an Assistant Controller who will be an expert in Finance & Accounting with the experience to support all financial functions of the company including Accounting, Financial Analysis, Treasury, Central Receiving, Inventory Control, Taxes, Purchasing, inbound Logistics, etc. The incumbent will be responsible for aiding in establishing and maintaining adequate control over all company assets in Liberia, providing accurate and meaningful management reports to local and Corporate Management including below.

Detail Responsibilities:

- ❖ Primary responsibility for Financial Reporting and Management
- ❖ Responsible for reporting of accurate tax and customs reporting to local government.
- ❖ Financial planning & analysis
- ❖ Establish and maintain a robust framework for financial risk management.
- ❖ Creation of financial forecasts and scenarios to help top management decisions.
- ❖ Coordinate and direct the preparation of the budget and financial forecasts and report on variances.
- ❖ Implement and follow up on cost control and profit improvement actions.
- ❖ Preparation of long-term business goals and aiding leadership on achievements
- ❖ Provide support in helping to train and guide the heads of departments in budgeting and cost management.
- ❖ Ensure proper asset, capex, inventory, and cash management.
- ❖ Sharing of financial and statistical data to the Government department based on Concession Agreement
- ❖ Aiding leadership in management of inventory levels
- ❖ Computation of and setting purchase price of rubber from small holders
- ❖ Support in CBA Negotiations
- ❖ Implement process improvements such as introducing Bridgestone best practices to reduce workload and reduce risk, standardization and automation of processes, and introduction of new software solutions.
- ❖ Training programs in Accounting, Finance, Purchasing, and Logistics areas.
- ❖ Support the Controller in the hiring of Staff and promotions in areas of responsibility while also determining priorities of problem areas, short term reallocation of staff and job responsibilities.
- ❖ Analysis of recommendations and suggestions presented by internal, external, and corporate auditors. Ensure J-SOX compliance.
- ❖ Determining the need for in-depth investigations and special assignments to be carried out by internal auditors and staff.
- ❖ Assist with oversight of the Procurement activities including purchasing alternatives, vendor credit items, settlement of disputes.



- ❖ Review procurement and labor contracts and agreements.
- ❖ Serve as primary back-up for Controller when necessary to support business continuity.

Minimum Qualifications

Bachelor's degree in accounting or finance and/or 8+ years of experience in Controlling/Finance.

Preferred Qualifications

Expert in Accounting, Financial Planning & Analysis, budgets, and forecasts and 10+ years of relevant experience.

Send resume (max. 3 pages) to: FSLBHR@bfusa.com
Human Resources Department,
Firestone Liberia, LLC.

Please reference this posting number on all documents: S-40



01/30/25