



Job description

About us

Founded in 1950, we are a manufacturer and retailer seeking a qualified manager to oversee accounting/finance and manage a small team responsible for HR, inside sales, logistics, and other administrative duties.

Position: Controller / Accounting Executive

Location: Escanaba, MI

Responsible to: President/CEO

Position Summary:

This position will be responsible for managing the general ledger and a small team of administrative employees responsible for HR, logistics, inside sales, safety, and some administrative duties.

General Responsibilities:

- Above all, maintain a timely and accurate general ledger across multiple business lines.
- Manage a small team responsible for inside sales, logistics, HR, administrative, and safety.
- Implement new Accounting/ERP software solution to track sales from estimating/quoting through to collection.
- Be willing to step in and self-perform activities as needed given small size of business to ensure critical processes are being completed.
- Ensure all product and service invoices are being recorded in a timely and accurate manner from various business lines.
- Ensure payables are reviewed, approved by responsible party, and paid on time.
- Responsible for team use and accuracy of accounting/inventory/shipping software for use across multiple business lines.

- Manage relationship with outside accounting firms and any outsourced payroll or accounting services.
- Make recommendations to management based on tax, cash, or market implications.
- Take on production vs. labor hour reports to track plant efficiency and present findings/suggestions to production management.
- Establish and maintain cost-cutting initiatives including, but not limited to, strategic procurement, reducing unnecessary expenditures, leveraging software to reduce redundant activities within the office.
- Ensure accurate manage payroll is being completed by team including weekly payroll, taxes, w/h, 401k deductions, child support, employee savings, and make correct deposits into each.
- Ensure accurate vacation schedules, medical leave, and worker's comp records.
- Ensure accurate records for employees including vacation, unexcused time off, and issue correct warning to employees as per contract enforcement.

Required Qualifications

- Bachelor's degree in accounting or finance, CPA a plus.
- Experience managing and building a small team.
- At least 10 years in finance or accounting while maintaining software-based bookkeeping and payroll systems.
- Experience in contracting and/or manufacturing industry is a plus.
- At least 10 years of MS Office Application experience including Outlook, Excel, and Word.
- Experience with personnel and employee management including conflict resolution.
- Experience with cost accounting and productivity reporting.
- Past senior management experience a plus.
- Direct hands-on experience with Quickbooks and other accounting systems a big plus.
- Experience with accounting software migrations.

Job Type: Full-time

Application questions:

- How many years of Accounting Software experience do you have?
- How many years of Accounting/Finance experience do you have?
- How many years of Microsoft Office experience do you have?
- When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.

Job Type: Full-time

Pay: ~\$1,500.00 - \$2,000.00+ per week depending on experience. Position is also bonus-eligible in the range of 5%-15%.

Less than 100-employee business.