

Comptroller – Finance & Accounting

Full Time Role

Brooks, Cameron & Huebsch, PLLC

Minneapolis, MN

In Person Position – Will Consider Remote Position (In Person Training Required)

Essential Duties and Responsibilities

Collaborate cohesively with the Senior Comptroller to safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across the firm.

Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, customer credits and collections, payroll, perpetual inventory integrity, fixed asset records, general accounting, cost accounting and operations, etc.

Develop, improve and issue timely monthly financial records/reports for Executive meetings and Finance Committee.

Prepare/provide: Tax Forms, W-2's, K-1, 1099 and other related taxes federal, state, local entries

Assure financial plans are consistent with organizational goals

Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, product costing, etc. when necessary

Manage commercial banking relationships to facilitate an appropriate credit resource under highly competitive terms

Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies.

Provide a visionary and leadership implementation role on behalf of Finance creating a well-respected and sought-after department goal.

Report to the Finance Committee and partnership, when necessary, in writing and verbally.

Supervise overall Operations (including Safety, Security, Computer Services and Building Maintenance)

Other duties as necessary or assigned:

Accountant Skills AND Qualifications: Accounting, Non-profit, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Confidentiality, Time Management, Data Entry Management, General Math Skills *Qualifications: * *Education and Experience: * bachelor's degree (B.A.) from four-year College or University; five or more related experience and/or training, or equivalent combination of education and experience. Knowledgeable in Quick Books.

CPA license is preferred but not required.

Must be willing to address and solve general problems in support of the overall business operation.

Language AND Mathematical Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to respond effectively to the most sensitive inquiries and complaints. Effective and persuasive presentation skills on controversial or complex topics to top management, public groups and/or board of directors.

Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.

Comptroller must use the utmost discretion in all presentations/correspondence and communication for staff.

Full-time Pay: \$40,000.00 - \$50,000.00 per year Benefits: * 401(k) * 401(k) profit sharing * Dental insurance * Flexible spending account * Health insurance * Life insurance * Paid time off * Vision insurance
In office or remote with in person training required. Daytime work. * 8-hour shift * Day shift * Monday to Friday.