



## Controller – Eagan

### About Us!

Inside Edge is a rapidly growing, employee owned, team-oriented company with an entrepreneurial spirit. We work to support our company's growth initiatives while supporting and servicing our customers, internally and externally, through our core company values. Our "Owner's Mentality" attracts top talent and inspires our employees to take pride and responsibility in the work that they do. We've been named a Top Workplace in Minnesota six times and aim to create a place employee-owners are proud to be a part of.

### About the Team

We're enthusiastic, compassionate, bright, collaborative, fast-paced, and engaged. We bring our authentic selves to work and receive the support needed to grow. We strive to live the core company values – Integrity, Energy, Collaboration, Innovation, and Service.

### About the Job

This position plans, directs and supervises the corporation's Accounting and Finance function including but not limited to transactional processing, financial reporting and analysis, multi-state and entity consolidation, tax compliance, job cost accounting, annual and periodic audit preparation and execution, and business planning by performing the following duties.

### Essential Functions

- Directs, manages, maintains, and reports on all corporate financial records including books of original entry, supporting schedules, summarizing reporting, and oversight and consolidation of subsidiaries' ledgers.
- Leads the various functions within the Accounting & Finance department, including general accounting, inventory management, credit, collections, financial planning, and insurance/bonding/regulatory compliance.
- Updates, optimizes, and maintains all corporate policies and procedures related to accounting and financial matters.
- Collects and analyzes corporate financial data to provide management with internal reports on a weekly, monthly and annual basis.
- Works with Acquisitions to ensure timely, accurate, and complete financial records and reports.
- Manage the preparation of and file monthly sales and use tax reports, and other tax or required reporting to appropriate government authorities.
- Contributes to and supports all levels of the corporation with the annual budgeting and planning, as well as monthly forecasting process to ensure short and long term financial and business goals are met.
- Establishes and manages job cost accounting records and reports, as well as Percent of Completion billing and ASC 606 compliance.
- Directs and owns the annual financial and benefit plan audits.
- Provides ad hoc and regular periodic reporting and analysis of financial and operational information across the corporation and to management and business unit owners as requested.

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- Manage Accounting & Finance personnel while developing and maintaining an effective Accounting & Finance department through the selection, training, compensation, professional development, motivation, and performance management of all department personnel.
- Develops and maintains effective communication between the Accounting & Finance employees and all departments, locations, entities, and business unit owners.
- Duties may fluctuate based on the position's focus priorities, or specific company needs.

## Qualifications

- Bachelor's Degree in Accounting or Finance
- CPA or CMA highly preferred
- 5+ years of experience in Accounting or Finance with increasing responsibility
- Public Accounting experience preferred.
- Superior skills with software applications, including Office 365, ERP/Accounting systems, and relational databases.

## About You

- Takes a proactive approach to problem solving
- Highest level of integrity
- Superior interpersonal communication skills across all levels of employees
- Effective oral and written communication skills
- Excellent attention to detail
- Deep understanding of financial and ERP systems, Office 365, and relational databases for analysis
- Results driven style
- Efficient and effective time management skills according to dynamic priorities
- Adaptable and able to effectively manage multiple, changing tasks and can thrive in an environment of ambiguity
- Self-directed with limited supervision, and willing and able to take initiative drive
- Strong customer service skills, team contributor
- Professional, adaptable, collaborative

## Physical Requirement

- Must be able to sit at a desk for prolonged periods of time while working on a computer, as well as the ability to move about the office.
- The ability to hear and read while communicating both verbally and in writing to communicate with employees.
- The ability to perform fast repeated movements of fingers, hands, and wrists (keyboarding and other tasks).
- Must be able to lift up to 15 pounds at times

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## Benefits & Perks – Together We Own It!

- Employee Stock Ownership Plan (ESOP)
- 401k matching
- Bonus pay
- Paid time off
- Flexible schedule
- Health insurance
- Health savings account
- Vision insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Employee assistance program
- Professional development assistance

*Inside Edge Commercial Interior Services, LLC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

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