

JOB DESCRIPTION: Business Controller**Division:** Office**Work Schedule:** Monday – Friday 1 FTE.**Pay Scheme:** Salary**Pay Range:** TBD**Bonus:** Eligible after probation**Reports to:** COO

Working Environment: Indoor (100%) Office environment

Denbow is a company that strives for customer satisfaction by providing dependable, responsive and efficient services. Our customers consider Denbow a leader in quality and view us as partners working with them to meet their current and future needs. Management and staff share an enthusiastic interest in making Denbow a success and enjoy the pride and security that only a profitable company can provide. At Denbow we grow people – many of our staff have moved into new positions and learned new skills during their career at our company.

This position is responsible for corporate accounting and internal reporting for Denbow and related companies.

Summary of Responsibilities:**Cash Flow Management:**

- Monitor monthly cash flow projections and report cash position to COO and management team on a weekly basis.
- Manage timing of cash disbursements to ensure company operates within established credit facilities.
- Make recommendations to management to improve cash flow.
- Prepare Accounts Receivable reports and work with division receivable/collections staff to ensure compliance to Credit & Collection Policy.

Accounting and Reporting Functions:

- Preparing consolidated financials for CFO and board review
- Monitor debt levels and compliance with debt covenants
- Assist the COO in preparing the annual corporate budgets and forecasts.
- Operational, financial and equipment budgeting and planning
- Prepare monthly forecast update, primarily by working closely with department heads in forecasting their department's overheads.
- Oversee year end procedures for all Denbow companies, preparation of working papers, and answering external auditor inquiries
- Assist in development/management of quarterly Safety/Admin/Sales bonus
- Ensure accounting practices and record keeping protocols are in compliance with governing agencies
- Review bank reconciliations, loan schedules, management fees, etc.
- Manage the work and development of staff members
- Conduct employee reviews as required
- Special projects as required.

General Business

- Work with sales staff to close off monthly billing, statements, etc.
- Prepare pricing structures and spreadsheet templates for use in pricing calculations.
- Assist managers with project costing as required.
- Assist managers with ad hoc data downloads, trend charts etc. as required to support business decisions
- Conducts research, creates financial models, and defines appropriate financial measures
- Quantifies opportunities and risk and recommends alternatives.
- Provides strategic and tactical recommendations to senior management
- Monitor internal controls of company and recommend proactive changes
- Prepare monthly project margin reports for the manager's review.
- In conjunction with the COO review/analyze all insurance contracts annually.
- Advise the COO / management team on financial aspect of new business opportunities, equipment purchases, etc.
- Make recommendations to the management team to promote efficiency and manage financial responsibility in an ethical manner.

Qualifications:

- Strong organizational and management skills.
- Ability to see the big picture while focusing on the process and procedures necessary to produce deliverables.
- Meticulous attention to detail and accuracy in work product.
- Ability to meet and establish deadlines.
- Flexibility and the ability to thrive in a fast-paced environment.
- Intermediate to advanced applications software expertise (Excel and accounting software).
- Seven+ years of experience, including two years of supervisory responsibility. Controller or equivalent experience highly desirable.
- Corporate accounting experience, including yearend processes, overheads and payroll.
- Experience in forecasting and budgeting.
- College accounting degree and public accounting experience.
- Excellent interpersonal skills and a team player.

Physical Aspects of Position:

- Frequent sitting and computer use
- Ability to lift up to 50 Lbs. occasionally

APPLY TODAY: Whether you are launching your career or seeking meaningful employment, we invite you to visit <https://denbow.com/about-us/careers/> to learn more about Denbow and the opportunities that exist! **Complete our Drivers questionnaire and Personality quiz.** We are more than just a 'job' to our team, but a great place to work!

Due to high Volume of applications only applications chosen for interview will be call. No Recruitment Agency please.