

Job Title: Controller

Job Location: Berthoud, CO

Compensation: Competitive Base Salary, Bonus, and Excellent Benefits

Sun Mountain, Inc., a privately held manufacturer of custom wood doors and other millwork products, is seeking a Controller to lead its finance and accounting functions. This position is located in Berthoud, CO (near Loveland) and provides a competitive base salary, bonus, and excellent benefits. Sun Mountain sells nationwide, is growing rapidly, is debt-free, and offers outstanding professional growth.

The Controller is a “hands-on” position, where doing as well as leading the work is required. The Controller is responsible for company internal controls and financial reporting, including external reporting (shareholders, regulatory, tax, etc.), and regulatory (financial) and tax compliance and filings. The Controller manages accounting and HR personnel, including performance management/career development. This position reports to the General Manager of the company.

Essential Duties and Responsibilities:

Internal Controls/Financial Reporting

- Manages company financial systems, general ledger, and chart of accounts.
- Manages company general accounting functions (payroll, A/P, AR including credit and collection); in-house payroll (multi-state).
- Develops and implements company financial policies and procedures, ensures compliance.
- Manages company treasury/cash functions.
- Manages internal controls including inventory control.
- Oversees frequent (monthly) and accurate balance sheet reconciliations.
- Applies proper accrual practices, per GAAP.
- Completes timely and accurate financial reporting, both internal and external (i.e., shareholders, banking, regulatory, etc.).
- Develops meaningful, value-added financial reporting for all functional areas.
- Oversees annual company financial audits/reviews, as applicable.

Regulatory/Tax

- Ensures compliance with regulatory and tax requirements.
- Supports third-party CPA in completion of company income tax returns.
- Completes regulatory and tax filings:
 - Payroll taxes, withholdings, W-2s, etc.
 - Form 5500s (benefit plans)
 - Real Estate and Property Tax returns
 - Sales and Use Tax returns
 - Business and vehicle registrations
- Minimizes company tax expenses (per regulatory rules and laws).
- Oversees regulatory and tax audits.

Management of Accounting and HR Personnel

- Defines roles and responsibilities.
- Oversees department communication.
- Establishes challenging, value-added performance objectives.
- Ensures achievement of objectives.
- Completes performance appraisals.
- Supports career and skill development.

Education and Experience:

- Bachelor's degree in Accounting or Finance required.
- Advanced degree (Master of Accounting or MBA) preferred.
- CPA preferred.
- Minimum 10 years' financial leadership experience.
- Manufacturing finance experience, with standard costing experience required.

Qualifications:

- Proven history of positive contributions.
- Excellent verbal and written communication skills.

Benefits:

Benefits include medical, dental, vision, life insurance, short term disability insurance, 401(k) with company match, paid leave, and paid holidays.

To Apply:

E-mail résumé and cover letter to careers@sunmountaindoor.com. No phone calls, please. No recruiters or outside agencies.