



320 South Military Avenue, Green Bay, WI 54303 | P.O. Box 11387, Green Bay, WI 54307
Phone: 920-494-3461 | Fax: 920-494-4177 | Website: www.hjmartin.com

Est. 1931

Residential Flooring | Shower Doors | Floorcare | Tiled Showers | Backsplashes | Accent Walls
Commercial Glass & Glazing | Walls & Ceilings | Flooring | Millwork Installation | Doors & Hardware | Floorcare
National Retail Solutions Construction Management | New Store Fixture Installation | Remodels & Rollouts
Casework Installation | Merchandising | Concrete Polishing

Controller - Corporate

Department: Accounting

Hours Full-Time

Status: Exempt

Company Description: H.J. Martin and son is a specialty contractor in residential & commercial flooring, glass & glazing, walls & ceilings, commercial doors & hardware and millwork, along with national retail solutions, including fixture installation. Founded in 1931, the fourth-generation company works nationwide from its headquarters in Green Bay, WI.

Position Description: We are seeking a Controller to become an integral part of our team. This is an outstanding opportunity to make a significant impact on our organization and be part of the finance leadership team helping to navigate our continued growth. The ideal candidate is someone with strong accounting and business partnering skills, who enjoys leading process improvements and change management. This opportunity will provide solid growth potential near term as well as a broader promotional opportunity to CFO long-term. This position is responsible for managing the accounting team and driving continuous improvements in process, systems and organization in a multi-company environment. Responsible for accounting, financial planning, forecasting, and budget management functions in a multi-company environment. Ensures that accounting procedures conform to generally accepted accounting principles and with overall company guidelines.

Principal Responsibilities:

- Directs the preparation and presentation of the annual budget and periodic forecasts, including balance sheet, income statement and cash flow
- Ensures timely and accurate monthly, quarterly and year end close processes
- Report to management on financial performance and forecasts, as well as analyze results of operations compared to company plan objectives
- Drives continuous improvement in accounting processes, systems and organization
- Partner with the management team in achieving goals, executing strategy and meeting business needs through the application of services provided by the accounting team
- Ensure adequate performance of cost, profitability and business analysis as directed by management to meet business unit needs and profit targets
- Provide leadership, direction setting and managerial support to the accounting team
- Manage each company internal and external audit compliance, primary interface with Company auditors.
- Maintains a documented system of accounting policies and procedures
- Oversee and manage all general ledger activity
- Manage internal controls over financial reporting to ensure compliance requirements
- Oversees preparation of bank loan covenant reporting and compliance with bank reporting schedule on a monthly, quarterly and annual basis
- Supervises non-supervisory employee(s)
- Interviewing and training employees; planning, assigning, and directing work; assessing performance and developing employees: managing issues and resolving problems
- Performs other related duties as required or assigned

Experience/Education Required:

- Strong communication and presentation skills. Both verbal and written at all levels of the organization
- Strong analytical and problem-solving skills with attention to detail while maintaining a "big picture" business perspective
- Professional conduct, sound business judgment, common sense, and a strong sense of personal integrity along with a high energy level and sense of urgency
- Plans the time, method, manner, and/or performance sequence of own work and team
- Understands complex accounting and accounting principles
- Bachelor's degree in accounting, business administration, finance, or a related field (required).
- Master of Business Administration degree or CPA (preferred)
- 5 to 7 years of relevant experience in accounting or finance (required)
- Supervisory experience (preferred)
- Strong knowledge of US GAAP (required). IFRS (preferred)
- Experience in construction (preferred)
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) (preferred)
- Computer skills:
 - Advanced: Accounting ERP software, Microsoft Office Products -- specifically Excel
 - Intermediate: Presentation/PowerPoint
 - Basic: Database

Conditions of employment:

- Must be able to pass pre-employment background and drug test

Contact Human Resources at: HR-resume@hjmartin.com or 920-490-3472

H. J. Martin & Son, Inc. is an Equal Opportunity Employer: Minorities/Females/Disability/Veteran.