

JOB DESCRIPTION



Position Title: Controller	Date Updated: August 2020
Supervisor: COO	Department: Office
Location: Warehouse	Status: Exempt

Position Summary

As an integral member of the Company’s senior leadership team, the Controller will lead and manage the finance and administrative structure to meet the evolving needs and opportunities of our dynamic and results-driven organization (and ancillary businesses). Serves as both a thought partner for setting long-term strategy and a day-to-day manager. Engages in a wide range of functions including developing financial models and managing budgets; overseeing insurance, investment, audit, and contract administration; as well as providing leadership for talent and technology management.

Essential Duties and Responsibilities

Percent of Time

<p>1. Provides financial strategy and management</p> <ul style="list-style-type: none"> a. Leads the design and assessment of financial strategy and performance as it relates to managing against an annual budget and long-term goals. Assist Executive Team in developing strategic direction and positioning to ensure the company’s profitability and financial success. b. Oversees the timely and accurate development of budgets, financial reports, and models that support making informed strategy decisions. c. Oversees and monitors the company’s financial position, banking and financial activities and capital structures. Analyzes financial data; identifies and address financial risks and opportunities for the company. Finds ways to reduce costs/increase revenues and maintain quality and delivery standards. d. Oversees successful completion of annual audits, IRS filings, and other mandated reporting. Partners with and manages a relationship with external accountants as necessary. Monitors necessary compliance and regulatory requirements, ensures compliance issues are followed. e. Oversees day-to-day finance and accounting operations including general ledger, accounts payables and receivables, credit card expense reporting, payroll processing, monthly reconciliation, and monthly and year-end close. Supervises employees in accounting function. f. Manages rental properties and tenants for ancillary businesses, provides for accounting function. g. Maintain good corporate relations with customers, vendors, banking institutions, auditors, brokers and other affiliates. 	50%
<p>2. Provides organizational leadership</p> <ul style="list-style-type: none"> a. Assists Executive Team and ownership in the development and execution of business plans and strategies to include high-level decisions effecting policy and procedures. b. Provides financial analysis and decision-making support. c. Mentors and coaches direct reports, delegating work streams effectively and holding team members to a high standard of excellence and accountability. d. Leads in the evaluation and development of cost-effective and efficient systems, processes and contract relationships to maximize return on investment, staff success and impact. 	30%
<p>3. Provides oversight to Managers in talent, technology, and facilities/fleet functions</p> <ul style="list-style-type: none"> a. Partners with management to foster a positive organizational culture that focuses on the values of equity, results, learning, problem resolution and continuous improvement. b. Oversees human capital strategies and human resources activities, including hiring, employee relations, performance management, safety, salary administration, and benefits administration. Serve as Administrator for the 401k/Retirement Plan and self-funded health insurance. c. Manages technology investments, policies, and contract vendors. Assesses, creates and implements streamlined technology solutions to support operational effectiveness and provide timely and accurate reporting, reimbursements, etc. 	10%
<p>4. Manages contract administration</p> <ul style="list-style-type: none"> a. Coordinates with COO and external counsel on contracts, lawsuits, etc. b. Creates and sustains productive vendor, banking and contractual relationships and serves as primary liaison with related third parties. c. Evaluates and oversees risk management and insurance issues 	5%
<p>5. Other duties as assigned</p>	5%

Qualifications
1. Bachelor's Degree in business, finance, accounting or related field; Master's Degree preferred (or equivalent)
2. At least 7 years of experience in a senior financial management position, preferably in a multi-state distribution company
3. Experience must include profit/loss, balance sheet/cashflow management, budgeting, supervision of managers, risk and insurance management, and strategic planning
4. Proven negotiation skills and contract management/administration expertise
5. Highly proficient computer skills in ERP and an expert in Excel (utilizes custom floral system on AS400, and MS Office)
6. Experience providing oversight to HR and IT functions

Competencies		
Business Thinking	Functional and Technical Expertise	Organizing and Planning
Communicativeness (includes written)	Integrity and High Standards	Problem Solving and Decision Making
Creativity	Mission Focus	Strategic Thinking

Physical Environment				
Noise		Fumes/Gases		Chemicals
Heat/Cold		Wet/Humid Environment		Dirt
Vibration	X	Telephone Usage		Moving Machinery
X Work Inside		Work Outside (seasonal)		
X Other:	Will alternate locations in Office, Warehouse, Greenhouse, Retail Stores			

Mental Demands				
X Reading – English	X	Frequent Interruptions	X	Multi-Tasking
X Writing – English	X	Detailed Work	X	Frequent Deadlines
Irregular Work Schedule	X	Math Aptitude	X	Organizational Skills
X Supervisory Skills	X	Decision Making Skills	X	Ability to Work with Others
X Frequent People Contact	X	Concentration Required	X	Ability to Work Independently

Function	Occasionally: 35% or less	Frequently: 36% to 65%	Constantly: 66% to 100%	Never Not Applicable
Standing	X			
Walking	X			
Sitting			X	
Reach overhead/forward	X			
Climbing				X
Lifting up to 20 pounds	X			
Lifting 21 to 50 pounds				X
Lifting over 50 pounds				X
Pushing up to 25 pounds	X			
Pushing 26-50 pounds				X
Pushing over 50 pounds				X
Squat/kneeling/bending	X			
Repetitive actions: Grasping	X			
Keyboarding		X		
Driving	X			
Speaking		X		
Visual (Near, Far, Peripheral, Depth)			X	
Smelling				X

Acknowledgement
This job description describes the general nature and level of work to be performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Reasonable accommodations will be made to those individuals with disabilities. This document does not represent a contract of employment. The Company reserves the right to change this job description and/or assign other tasks for employees to perform as deemed appropriate.