

POSITION OBJECTIVE:

The Corporate Controller is responsible for the direction, development and oversight of the corporate accounting team. This position leads company-wide accounting initiatives and supports on-going process improvement. Provide management with insightful financial reporting and analysis to support good business decision making. Critical for success are the abilities to provide leadership on financial accounting and reporting matters, enhance customer service, and drive innovation and process change across the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES: An employee in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The below list reflects the general details necessary to describe the primary and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.

1.	Maintain and promote a strong safety culture for all employees, vendors, and customers and follow all safety policies, procedures and regulations. Identify and communicate workplace hazards and correct or seek assistance in correcting unsafe actions or conditions.
2.	Manage the Corporate Accounting Organization. Responsibilities include interviewing, hiring, training and developing employees; planning, assigning, and directing work; providing feedback; rewarding and disciplining employees; addressing complaints and resolving problems. Directly supervise seven employees, indirectly supervise 25-30 employees.
3.	Collaborate with management team to coordinate and optimize efforts to achieve the Finance organization objectives.
4.	Provide technical accounting and financial reporting leadership to all of the M10, Inc. entities. Work closely with Operations and Finance management on all corporate accounting and financial reporting matters.
5.	Align and coordinate the Corporate Accounting teams into an efficient and effective working group. Set direction to meet the goals and objectives of the organization. Develop, implement and maintain "best in class" support to deliver high and consistent service levels to internal and external customers.
6.	Identify and leverage finance and accounting best practices across the organization to control and reduce costs, and standardize reporting. Maintain the accuracy and integrity of corporate financials.
7.	Direct the annual external audit: coordinate schedules and deliverables, both internally and externally. Assure compliance with applicable US GAAP laws, and other regulations and policies.
8.	Maintain open communication with operations and departmental leads to ensure coordination of financial needs. Align staff to support and execute on operations and departmental needs.
9.	Research, develop and implement internal controls.
10.	Lead the monthly closing and consolidation process, account reconciliations, and related analysis and reporting.
11.	Actively participate within special projects: identify and implement best practices.
12.	Maintain banking relationships to ensure the daily cash is managed.
13.	Work with Information Systems and Technology department to identify and implement tools to drive better communication, process-management and reporting tools.
14.	Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelors' Degree in Accounting, 10+ years of progressive accounting experience, or an equivalent combination
- Financial systems experience
- Strong/expert Microsoft Office skills
- Management experience
- Able to attract, develop, and retain talent

DESIRED QUALIFICATIONS:

- Related construction industry experience
- Certified Public Accountant

COMPETENCIES:

- Action Oriented
- Customer Focus
- Timely Decision Making
- Ethics and Values
- Interpersonal Savvy
- Managerial Courage
- Peer Relationships
- Planning
- Problem Solving
- Drive for Results
- Developing Direct Reports and Others

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job the employee is required to work at a desk.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

•	While performing the duties of this job the employee will work primarily in a climate controlled environment with minimal safety/health hazard potential. One must work at a steady to fast pace, with frequent interruptions.
•	The noise level is usually quiet.
•	Travel desired.

This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. Michels Corporation retains the discretion to add duties or change the duties of this position at any time.