



Job Description: Controller

Company:

Barton, Walter & Krier, P.C. ("BWK") is a full-service CPA firm with the talent and expertise to offer a complete complement of accounting, attest, consulting, tax and transaction advisory services.

At BWK, we are committed to developing strong customer relationships so that we can better understand our clients and assist them with year-around planning. We listen to our customers' diverse needs and strive to exceed expectations. If you have a focus on clients, a desire to work with a cutting-edge and experienced firm and want to grow professionally, BWK is potentially the place for you.

We are conveniently located in Maple Grove; however, we service businesses state-wide.

Purpose:

This distinct opportunity is for an experienced financial and management professional with responsibilities for the management of internal financial and administrative functions. This position is an exempt position and the person reports directly to the CEO.

Major Tasks, Responsibilities & Key Accountabilities:

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the company's stakeholders and in accordance with generally accepted accounting principles (GAAP).
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Ensure all statutory requirements of the organization are met including filing of federal and state income tax returns, state sales and use tax, and employment tax.
- Develop and maintain financial accounting systems such as cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Assist Shareholders and CEO in the analysis of periodic financial results. Prepare reports related to Shareholder compensation, benefits and expenses.
- Prepare cash flow forecasts for the Firm.
- Oversee company accounting function(s).
- From time to time review the need for new technology to meet the organization's accounting, control, and reporting requirements.
- Ensure that the acquisition of capital assets are properly recorded, amortized, and disposed of as appropriate.
- Manage payroll preparation and administration; ensure that employees are paid in a timely and accurate manner.
- Manage the employee insurance and benefits plans in collaboration with the Shareholders and the CEO.
- Ensure timely and accurate issuances of W2s and 1099s.
- Assist CEO with onboarding of new team members.
- Assist in the administrative function of the organization including reception, property/facility management, and safety of workplace.
- Assist CEO with all leases, contracts and other financial commitments.
- Other duties as required to meet business obligations.

Knowledge, Skills, Abilities and Competencies:

- Must be highly organized, detail oriented, with strong analytical skills (both oral and written) and possess exceptional follow-through abilities.
- Proficient in QuickBooks, Microsoft Office Suite, and other tax and accounting software.

Minimum Qualifications:

- Bachelor's degree in Accounting, CPA or related field.
- A minimum of 5 years accounting and/or finance functional experience.
- Preferably, current experience in a CPA, Law, Consulting or similar Service Firms.

Compensation:

This is a great opportunity to join a solid and growing firm. We offer a very competitive salary and benefits plan that includes health, life and dental insurance; a 401(k) plan and other benefits that afford a healthy working environment.

