

Job Title: Controller

Location: Boise

Job Type: Regular, Full Time

FLSA:Exempt

Salary: Salary Commensurate with Experience

About Guerdon LLC:

Guerdon LLC is the leading manufacturer of large-scale construction projects in wood-framed, multi-family, industrial workforce housing, and light commercial modular construction industry throughout the Western US and Canada. Guerdon's strength lies in multi-family / multi-story apartments and hotels built to current codes for the specific area, client expectations, and architectural design requirements.

Our factory and corporate office located in Boise, Idaho serves 10 western states including California, Colorado, Idaho, Montana, Nevada, North Dakota, Oregon, Utah, Washington and Wyoming as well as Canada.

Position Summary:

Guerdon LLC is seeking a talented Controller, reporting to the CFO who will be accountable for the accounting operations of the company, to include the production of periodic financial statements, maintenance of an accurate system of accounting records, and a comprehensive set of controls to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.

Responsibilities/Learned skills will include:

- Maximize return on financial assets by establishing financial policies, procedures, controls, and reporting systems.
- Comply with local, state, and federal government reporting requirements and tax filings.
- Safeguard assets and ensure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls, and checks across all departments.
- Develop, improve and issue timely monthly financial records for CFO as directed or required.
- Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary.
- Interface with outside audit firms(s), banks and lessors, casualty/liability insurance agent(s), credit card companies, and collection agencies.
- Supervise Accounting staff, including AP/AR, Payroll, others as assigned by CFO.
- Provide critical information to support the CFO and other departments as needed.
- Perform monthly closing of all G/L activity; prepare timely, detailed reconciliations of all bank and balance sheet accounts.
- Produce on-time, accurate submissions of monthly P&L variance analysis, P&L forecast, and segment analysis.

- Review all accounts payable invoices and payroll documents for validity, accuracy, required signatures, and proper G/L coding prior to approval.
- Oversee customer invoicing, ensuring contractual values reflects annual escalators.
- Process external monthly, quarterly, and annual regulatory filings.
- Participate in budgeting/forecasting process.
- Monitoring of key financial and operational controls.
- Provide audit support for corporate finance and external/internal audit teams, including preparation and/or review of audit schedules.
- Research/compile information from various systems and sources and recommend approaches to improve profitability to operations personnel.
- Research and monitoring of accounting developments and technical accounting issues that affect the company.
- Other projects assigned by the CFO from time-to-time.

Minimum Requirements:

- Bachelor's degree in accounting
- MBA a plus
- NetSuite ERP software is highly desired, but not necessary.
- Excel proficient
- Manufacturing experience is highly desired.
- 5+ years' experience

Benefits:

- Full-time
- No Travel Required
- Paid Vacation and Holidays
- Medical, Dental and Vision Benefits
- Life Insurance
- Long-Term and Short-Term Disability
- 401(k) plan
- Supplemental Accident Insurance

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to stand, sit; talk, hear, see, reach, stoop, and kneel.

Other:

Applicants must be currently authorized to work in the United States on a full-time basis and must be able to pass a pre-employment drug screen and background check.

Please submit your Resume to careers@guerdon.com.

They may also be mailed or hand-delivered to:

Careers c/o
Guerdon, LLC
5556 Federal Way
Boise, ID 83716

EEO Statement:

Guerdon LLC takes pride in recruiting, hiring, employing, training, promoting, and compensating individuals based on job-related qualifications and abilities. Guerdon LLC also has a longstanding policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

Guerdon LLC also provides reasonable accommodation for qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws. If you need to inquire about an accommodation, or need assistance with completing the application process, please email hr@guerdon.com

Guerdon LLC participates in the E-Verify program. For more information click on the following link <https://www.e-verify.gov/employees>