

## Ballard Brands Job Description/Duties

<b>Job Title:</b>	Controller		
<b>Department:</b>	Accounting Finance	<b>Group:</b>	Accounting
<b>Location:</b>	Mandeville, LA	<b>Travel Required:</b>	Periodically
<b>Reports to:</b>	CFO	<b>Position Type:</b>	Administrative

### Overview:

The controller position will be accountable for shared accounting operations of the company(s), to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed 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. He or She will be responsible for providing comprehensive oversight of treasury management, accounting transactions, and reporting for 25+ businesses in the hospitality, franchising, and manufacturing industries, as well as co-investment partnerships. While the CFO is responsible for finalizing financial policy, a controller's financial analysis skills are instrumental in helping to assess risk, analyze efficiency and inform policy decisions made by executive management.

### Principal Accountabilities:

#### Essential Management

1. Oversee accounting accuracy, budgeting, and reporting analysis of all corporations ensuring compliance with appropriate GAAP standards and regulatory requirements.
2. Oversee treasury management and validate accounting accuracy with Director of Accounting.
3. Maintain and keep current all internal control systems, transaction-processing operations, policies & procedures, and outsourced functions.
4. Leverage strengths of the current finance team members, collaborate with peers to develop and implement training programs in order to maximize and reach optimal individual and organizational goals and responsibilities.
5. Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
6. Support the CFO in engaging the ownership board around issues and trends in financial operating models and delivery.
7. Manage organizational cash flow forecasting by working in partnership with company executives to assess the financial efficacy of overall operations and establish finance and administrative systems to support operational budgets.
8. Manage and research emerging accounting technologies that could enhance overall efficiency and time-on-task.
9. Advanced knowledge of accounting and reporting software is required.
10. Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
11. Ability to think ahead and propose more efficient and accurate methods to obtain a desirable result.
12. Manage transactions and allocations of costs incurred on behalf of multiple entities. Perform cash management functions and coordinate accounts payable, accounts receivable, cash disbursements, payroll, and bank reconciliation functions. Monitor checks and balances in the system.
13. Review of expenses incurred on behalf of multiple entities such as software costs, accounting services, analytical services, etc.
14. Maintenance of fixed asset records and inventory. Knowledge of inventory systems & processes is critical.
15. Provide input and implementation of corporate policies and procedures such as invoice processing, cash management and expense reporting.
16. Manage relationships between outsourced payroll, banking firms and vendors.

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17. Manage Member related equity transactions

## **Report & Budgeting**

1. Financial reporting duties include preparing financial statements, balance sheets, cash flow reports, budgets, budget-to-actuals and financial projections.
2. Review monthly accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained and are compliant.
3. Recommend benchmarks against which to measure the performance of company operations and manage a system of management cost reports
4. Manage the preparation and production of the annual budget and forecasts
5. Calculate variances from the budget, financial, and operating metrics
6. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations
7. Implement a process to record transactions by department and compare costs incurred to budget and performance analysis of profit centers
8. Coordinate the preparation of company(s) annual tax return(s) with an outside CPA firm.
9. Skilled at in-depth financial analysis and providing expert financial perspective and opinions.
10. Proficient in spreadsheet design that is often complex

## **Compliance**

1. Coordinate the provision of information to external auditors for the annual audit
2. Monitor debt levels and compliance with debt covenants, if warranted.
3. Comply with local, state, and federal government reporting requirements and tax filings.

## **Additional Accountabilities:**

1. Any other reasonable responsibilities that may be assigned from time to time.

## **Desired Qualifications:**

- The controller candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience that supports extensive knowledge, learning skill, and adaptation.
- Overall 7+ years of progressively responsible accounting experience for a medium or multi-vested corporation.
- 4+ years in a position equivalent to a controller or higher responsibilities
- Candidates must have one or more of the following certifications, accounting designations, and/or formal higher education credentials. CPA, CMA, MBA in Accounting or Analytics.
- Understanding of analytical software includes Excel, Word, Quickbooks, e-Commerce, Digital Document Management, Business Intelligence (BI) and Sage Data & Analytics.
- Experience with Sage 100, Sage (MAS-90), or Sage ERP Required

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### General Prerequisites:

- Exceptional Communication and People skills
- Leadership skills
- Common-Sense Oriented
- Ability to influence management
- Results & Goal Driven
- Accepts constructive criticism
- Accepting of Teamwork
- Technical accounting expertise
- Ability to commission, deploy and monitor effectiveness
- Efficiency and time management
- Self-Motivated
- Honest & Trustworthy and Reliable
- Ability to work in fast pace environment

Job Type: Full-time

Salary: Range \$80,000 to \$120,000

Benefits Available:

401(k) matching, Dental insurance, Disability insurance, Flexible spending account, Health insurance, Life insurance, Paid time off, Vision insurance

Physical setting:

Office / Remote Hybrid

Schedule:

Monday to Friday

Ability to commute/relocate:

Mandeville, LA 70471

Please email: [applicants@ballardbrands.com](mailto:applicants@ballardbrands.com)