



# Controller

Classification: Exempt

February 8, 2019

Supervisor: Chief Financial Officer

## Job Overview

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### 2 Towns Vision:

We aspire to create craft cider that is accessible to the people, utilizing the most advanced cider making standards, and quality Northwest ingredients, without being afraid to do things a little differently. Much like our product, 2 Towns as a company is fun, unique, and filled with energy. Our crew makes what we do possible, and we are committed to fostering an environment of fairness, empowerment, and security.

### Job Summary:

This controller position exists to assist the chief financial officer with executing the monthly close process and help establish and enforce internal controls through revisions and facilitation of existing and new standard operating procedures. The controller will also work closely with the bookkeeper, staff accountant, and procurement department to assist with cash flow management, federal and state excise tax filings, and maintenance of federal and state licensing and related reporting.

## Essential Duties and Responsibilities

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- Reconciliation of bank accounts
- Maintain transactions in cash accounts
- Generate weekly check runs
- Reconcile AP and AR Aging reports
- Review payroll
- Tie out monthly financial statements
- Review monthly physical inventory adjustments
- Reconcile and maintain fixed asset listing

- Work alongside accounting staff to establish, monitor, and enforce policies and procedures and internal controls
- Review of federal and state excise tax and operations filings

#### **Miscellaneous:**

- Continuously finds ways to more efficiently conduct internal tasks
- Adheres to all safety protocols and procedures
- Adheres to all Employee Handbook policies
- Other duties assigned by management

### **Required Minimum Qualifications**

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- Must be 21 or older
- Bachelor's Degree in Accounting
- 3-5 years of public or private accounting experience
- 2-3 years of experience with SAP or comparable ERP system
- Valid Driver's License and acceptable driving record

### **Desired Skills and Abilities**

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- Monthly close of financial statements
- Drafting of GAAP or accrual basis financial statements
- Thorough understanding of corporate taxation
- Review of payroll
- Inventory costing, tracking
- Development and maintenance of internal controls
- Budget tracking and management
- Proficiency with Microsoft Office suite of products and Google Drive
- Fermentation understanding/experience
- Experience with TTB and OLCC tax rules and filings
- Experience with Crystal Reports
- Demonstrated ability to manage multiple projects simultaneously
- Excellent organizational skills and attention to detail
- Self-motivated attitude
- Ability to identify conflicts before they arise and troubleshoot, as needed
- Willing and able to adjust to multiple deadlines, demands and shifting priorities
- Ability to work independently as well as with colleagues

### **Physical Demands**

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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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for long periods of time while using a computer. A majority of the work is sedentary. Some tasks require lifting and moving boxes <50lbs.

## **Work Environment**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of this position will operate in a professional office environment. This role routinely uses standard office equipment. Due to the nature of this position, some work may be done remotely.

## **Compensation and Benefits**

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2 Towns Ciderhouse offers competitive wages that will be determined by experience and qualifications. Benefits for full-time staff include health/dental insurance, 401(k), Paid Time Off, profit sharing bonus opportunities when applicable, 70% off product purchases, and quarterly merchandise stipend.

## **To Apply**

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Please submit:

1. Your resume, and
2. A cover letter that addresses your experience working in a Controller or similar role

to [jobs@2townsciderhouse.com](mailto:jobs@2townsciderhouse.com) by midnight on **Friday, February 22, 2019**. Please, no phone calls about this position.

**Sorry, resumes submitted without cover letters will not be considered.**

***2 Towns Ciderhouse is an equal opportunity employer.***