

Financial Controller

EDCi provides infrastructure and call center technology services and solutions to clients throughout Wisconsin and the Midwest. Through our partnership and certifications with leading technology providers including Citrix, Cisco, Genesys, IBM and Microsoft, our customers receive the highest quality of product and service the industry has to offer.

EDCi has an immediate opening for a Controller. This position is approximately 80% operational and 20% oversight/management/coaching.

The Financial Controller leads and directs EDCi's accounting functions while having primary responsibilities for payroll, benefits, financial/tax reporting and financial tracking tools. Establishes and maintains the organization's overall accounting systems, procedures, policies and controls. Directs all analysis and reporting of financial information including budgets, planning, and required filings and reports. Presents findings and recommendations to President, Vice President and/or Senior Leadership Team (SLT). Establishes continuous improvement initiatives to improve internal and/or external customer experience. If you're a talented finance person looking to help lead a cutting-edge growing company and seek a flexible, family-oriented work environment, we want to talk to you!

When you join the EDCi team, you'll receive many perks, including:

- Funded Training
- Bring Your Own PC Policy (BYOD)
- Cell Phone Reimbursement
- Casual Attire
- Work-Life Balance
- And many more!

Responsibilities

- Responsible for all accounting operations of the company
- Manage daily accounting processes, reconciliations and transactions
- Manages a team of five staff including training/cross-training and delivering annual performance reviews
- Performs continuous improvement activities to improve the team's efficiency and/or effectiveness
- Implementation of new procedures, systems and features which provide improved services to customers
- Manages the Sage environment financials, inventory and integration with Professional Services Automation solution
- Develop and maintain the company budget with the assistance of the Senior Leadership Team
- Responsible for managing accurate and timely closing cycles of financial systems and reporting
- Generate leadership executive reporting including key performance measures.

- Revenue cycle:
 - Oversee weekly customer billing and accounts receivable processing
 - Ensure proper classification of all accounting revenue recognition
 - Monitor transactions with select customers including performing credit checks and customers on credit hold
- Disbursements cycle:
 - Oversee weekly accounts payable processing and cash management
 - Manage purchasing function including oversight of vendor rebates and inventory control
 - Review monthly expense spending variance reporting
- Payroll and employee benefits:
 - Manage the Paychex payroll system and process payroll including recording payroll taxes and regular reporting
 - Perform monthly commissions and incentive reporting
 - Administration of 401K and flex plans
 - Manage the health and dental insurance plan and annual renewal process
 - Manage workers' compensation and unemployment insurance audits
- Financial/tax reporting:
 - Prepare financial statements and maintain general ledger structure
 - Oversee monthly account reconciliations for all balance sheet accounts
 - Primary liaison with external CPA firm for preparation of annual compiled financial statements and tax return
 - Perform financial analysis, reporting and tracking; alert management with key exceptions and trends
 - Manage reports for all state tax jurisdictions, including sales, unemployment and all other applicable taxes (1099s, personal property tax returns, unemployment tax returns, sales tax returns)
 - Coordinate preparation of 940/941 tax returns and W2's with Paychex.
- Responsible for spreadsheet financial tracking tools that are ancillary to business systems such as practice-based profitability, revenue/earnings projections, budgeting and sales tracking tools
- Other duties as assigned

Essential Skills & Qualifications

- Bachelor's degree in accounting or related field required
- 8+ years of accounting experience with previous Controller experience in a for profit entity
- 2+ years of previous Controller experience in a for profit entity
- 2+ years supervisory experience
- CPA is a plus
- Excellent interpersonal skills that include the ability to effectively communicate in both writing and verbally
- Ability to multi-task in a fast paced environment with competing priorities

- Excellent organizational and time management skills
- Ability to meet deadlines and adapt to change
- Attention to detail
- Analytical skills for financial and cost reporting
- Strong Microsoft Excel skills