

## **Controller**

**\*\* This is a 100% remote position, East Coast preferred \*\***

### **What We're Looking For**

the House of Noa is looking for a detailed and experienced Controller who will be responsible for managing all aspects of our finance and accounting department. Our ideal Controller can move quickly with attention to detail and exhibit a deep understanding of our business and financials. You will bring technical accounting and analytical skills to your work across all aspects of the business to ensure full control over our finances. We're looking for a candidate who can support our company's financial growth as we continue to build the business.

### **Role**

- Manage all aspects of accounting including accounts payable, accounts receivable, general ledger, tax, and payroll
- Manage the accounting close on a monthly basis including but not limited to preparing and reviewing journal entries and balance sheet reconciliations
- Prepare technical accounting memorandums as needed as well as continue to improve on and strengthen the internal control environment
- Lead financial reporting by sending weekly and monthly detailed and accurate financial reports to the CEO
- Work with team leads to manage department P&L, establishing and reviewing budgets
- Establish new procedures in operations to increase accounting efficiency and drive improvements to our processes
- Continuously improve our financial operations to increase profitability, support growth, and manage cash flow
- Manage company costs and identify opportunities to improve efficiencies or reduce cost
- Help to manage annual audits, filings, taxes, and corporate accounting activities
- Manage cash outflow and inflow, providing guidance and implementing controls to improve our working capital cycle
- Administer biweekly payroll for the company, as well as managing year-end W2 and 1099 reporting

### **Qualifications**

- 5-8 years management experience in Accounting and Finance
- Accounting or Finance bachelor's degree strongly preferred
- CPA is required
- 2+ years of experience with QuickBooks Desktop Enterprise
- Highly organized yet adaptable
- Passion for startups and growing businesses
- Ability to think at a high level while having a willingness to roll up your sleeves
- Strong excel and financial modeling skills
- Strong prioritization skills with ability to manage multiple projects simultaneously

### **About the House of Noa**

We make wipe clean mats for the style obsessed (yup, that's a thing!) Our company culture is scrappy, collaborative and fun. We long to be more data-driven (that's where you come in). As a small and rapidly growing company, we are all great and rolling up our sleeves to make the magic happen.

We are an equal opportunity employer and do not discriminate on the basis of race, religion, color, national origin, gender, gender identity or expression, sexual orientation, age, genetics, marital status, veteran status, or disability status.