



## **Job Description**

We are looking for an experienced Controller to assist the CFO in building and maintaining a high quality, scalable and efficient accounting organization to support the growth of our business. This is an amazing opportunity to join a mission-focused company with a stellar growth story. Under the direction of the CFO, you will own and optimize all aspects of accounting operations, and will evolve our systems, processes, policies and controls.

The Controller will be responsible for the management, direction and operation of a combination of general accounting activities including Accounts Payable, General Ledger, Payroll, subsidiary ledgers and related functions. Provide for the preparation of financial statements, internal reporting of disbursements, expenses, sales, earnings and other financial results. Assists in the planning, development, implementation and operation of accounting systems and procedures to reduce costs and obtain improved information.

**Location:** This position works remotely from a home office and reports to the CFO of Keto-Mojo.

## **Specific Duties**

- Develops, implements and maintains a documented system of accounting policies and procedures.
- Ensures daily, monthly, quarterly and annual subsidiary ledgers are accurately maintained.
- Manages and corresponds with outsourced functions ensuring performance is achieved according to company standards. (ie. payroll, tax and compliance)
- Manages, tracks, reconciles and records all inventory movements and ensure month- end inventory physical count and reconciliation is accurately recorded to accounting system.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Provides status of financial condition by collecting, interpreting, and reporting financial data.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional forums.
- Protects operations by keeping financial information and plans confidential.
- Contributes to team effort by accomplishing related results as needed.

**Professional Experience/Qualifications:**

- B.A. in Accounting, Finance or a related field
- 5+ years of financial accounting in a high growth environment
- Work history in manufacturing and/or in CPG is highly desirable
- High level of proficiency with Quickbooks
- International accounting experience a plus
- Advanced understanding of Excel for financial analysis
- Excellent communication skills
- Ability to work effectively cross-functionally and partner with leaders across the company
- Demonstrated ability to work in a hands-on capacity
- Strong work ethic appropriate for a fast-paced, team-oriented, high-growth environment
- Strong personal integrity with the highest ethical standards