

JOB DESCRIPTION – Senior Controller

COMPANY OVERVIEW: Toadvine Enterprises (Toadvine) is a rapidly growing family owned and operated athletic facility construction business. Toadvine is a \$50MM company and has enjoyed (9) consecutive years of sustained revenue growth. We specialize in designing, installing, and servicing outdoor grandstands, indoor gym bleachers, indoor gym equipment, indoor and outdoor scoreboards & videoboards, and outdoor field equipment. Toadvine is headquartered in Louisville serving Kentucky and the surrounding states of Tennessee, Indiana, Ohio, Alabama & Mississippi. Our primary markets include K-12 school systems; D2, D3 & NAIA colleges, universities, and municipal/private multi-sport athletic facilities.

POSITION OVERVIEW: The Senior Controller of our athletic facility construction company will have an opportunity to help lead a growing company in an exciting industry overseeing the company's financial operations and contributing to key decisions based on the company's long-term profitability goals. The ideal candidate will possess a well-rounded financial expertise to ensure the company achieves its growth and profitability goals.

PRIMARY RESPONSIBILITIES:

1. Financial Management

- Oversee the financial reporting of the company including monthly financial statements, budgets, cash flow, and expense management.
- Prepare and present financial reports to senior leadership team, and advisory board.
- Track financial performance and key financial metrics to ensure profitability with sustainable growth.
- Provide financial analysis to support senior leadership team decision making.
- Assess the company's financial strengths and weaknesses proposing correction actions to senior leadership team.
- Lead and manage the accounting/finance team (2) ensuring effective collaboration.
- Manage accounts receivable and oversee collections.
- Oversee accounting functions.
- Ensure compliance with financial regulations and internal controls.

2. Financial Planning

- Help develop and implement financial strategies associated with company business plans.

3. Human Resources

- Oversee back-office administration for employee performance evaluations and compensation increases.
- Oversee back-office administration for new hire orientation and paperwork requirements.
- Oversee back-office administration for employee fringe benefit programs (medical, dental, vision, life, 401K).

4. Compensation Administration

- Administer variable compensation programs (commissions, sales bonuses, operations bonuses).

5. Key Relationships

- Maintain/manage relationships with financial institutions, CPA, 401K, and insurance providers.

6. Contract Management

- Oversee back-office administration for company billings of business contracts (contractors, sub-contractors, customers).

7. Data Analytics

- Evaluate & make recommendations for improving data analytics & financial statement formats in current ERP system.

8. Risk Management and Compliance

- Oversee & provide back-office support for liability and workers compensation insurance coverage limiting company exposure.
- Ensure compliance with legal and regulatory requirements, health and safety standards, and environmental regulations.
- Assist in addressing any legal issues, disputes, and claims that may arise.

QUALIFICATIONS:

- Proven experience (5 years) in a financial management role (Controller/Senior Controller), ideally within the construction industry.
- Results oriented leader with demonstrated success in driving and achieving financial results.
- Proven experience managing multiple priorities in a rapidly growing company.
- Strong business acumen with a history of financial planning, fiscal management, and execution.
- Bachelor's degree in Accounting, Finance, or Business Administration. MBA or advanced degree a plus.
- Sound knowledge of accounting principles and financial regulations. CPA certification a plus.
- Excellent negotiation and communication skills, with the ability to build relationships and influence stakeholders.
- Excellent people skills, with the ability to motivate teams.
- Proven history of integrity and a commitment to ethical business practices.
- Proven history of resilience and perseverance to achieve long-term results

BENEFITS PACKAGE:

- Competitive salary
- Performance-based incentives
- Comprehensive benefits package
- PTO + vacation days
- Ten (10) paid holidays