



Position: Controller

Reports To: President

Location: La Crescent, MN (Minutes from La Crosse, WI)

Status: Full time

General Summary:

The primary purpose of this position is to manage and direct daily accounting activities; ensuring that proper accounting and recording of company transactions are performed in an accurate and timely manner; and producing financial and other key reports for management.

Essential Job Functions:

- Responsible for the preparation of the company's financial statements.
- Supervise the activities of all the accounting staff (A/P, A/R, Payroll).
- Oversee year-end closing and coordinate and assign duties to the accounting staff as needed.
- Maintain Viewpoint accounting system to ensure the proper, complete, and accurate record-keeping of accounting company transactions are performed within the Generally Accepted Accounting Principles (GAAP).
- Evaluate departmental performance and adjust daily operations when needed to ensure the department meets overall goals and objectives.
- Provide training, guidance, and direction to employees to ensure work is performed in an efficient, timely, and knowledgeable manner.
- Prepare and provide financial statements, sales reports, analysis, and other reports on a scheduled or unprompted basis.
- Maintain and reconcile the fixed assets to the general ledger.
- Prepare multiple state agency reports for tax purposes.
- Confer with upper management about budgeting and reviewing strategies to meet overall goals and objectives.
- Work closely with financial institutions concerning banking activity changes, enhancements and charges.
- Work on special projects as needed.

Payroll Job Functions:

- Prepare quarterly and annual payroll tax reports.
- Alert employees of quarterly timeframe for which they can enroll in 401K election.
- Ensure that 401K contributions are made accurately and timely.
- Provide year-end wage information to Pension Specialists for 401K compliance.

Year End Audit Job Functions:

- Coordinate year-end audit with external auditors and assist in the preparation of audit schedules, data and information.
- Work closely with the accounting staff to coordinate efforts to provide needed information for the auditors.
- Ensure required information is readily available.
- Maintain the scope of the audit within the prescribed boundaries.
- Conduct internal audits of processes, records and information.
- Direct the implementation of needed corrections as determined by audit.

Education and Experience:

- Bachelor's degree in Accounting is required (from an AACSB accredited Business School).
- Certified Public Accountant (CPA) preferred, but not required.
- 5 years Controller experience preferred.

How to Apply: If you are qualified and interested in this position, please send your cover letter & resume to: careers@wieserbrothers.com Attn: Human Resources

About Wieser Brothers General Contractor, Inc:

Wieser Brothers General Contractor, Inc. is a privately held well-recognized and highly-respected commercial construction company in La Crescent, MN. We credit our dedicated team of 150+ employees for 20 plus years of success. We are committed to strong core values that are reinforced in everything that we do. If you are interested in joining an organization that rewards individual initiative and promotes career development through life-long learning visit us at www.wieserbrothers.com.

Wieser Brothers General Contractor, Inc. offers competitive wages based on education and work experience. We also offer a highly competitive benefits program that includes a 401(k) plan, profit sharing, health, life, and dental insurance, short term and long term disability insurance, paid time off (PTO) and holiday pay.

Wieser Brothers General Contractor, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, age. EOE and Drug-Free Workplace