



# GROEBNER

POWERED BY EXPERIENCE

## Controller

**Primary Location:** Minnesota Office

**Reports to:** President

### Description:

A leader in the natural gas industry since 1976, GROEBNER is a distributor and manufacturers' representative focused on natural gas companies and contractors within the U.S. Now third generation led, we are proud to be family owned and operated for more than 45 years. Team GROEBNER has more than 650 years of combined industry experience and focuses every day on providing safe, reliable products, training, and services to our customers in support of their ever-changing needs.

### Summary:

This position is responsible for the overall efficient operation of Financial Operations and the financial health of the organization, including overseeing and analyzing financial statements, auditing, budgeting, forecasting, reporting, banking, tax filings, and payroll. The Controller will be responsible for working alongside the Leadership Team to determine the strategic direction for GROEBNER.

### Responsibilities:

- Prepare timely and accurate monthly financial documents and statements
- Analyze financial statements and present trends, strengths, and opportunities for improvement/ growth to the Owners, Executive Team, and/or Leadership as relevant
- Ensure financial plans are consistent with organizational goals
- Work alongside the Leadership Team to determine the strategic direction for GROEBNER
- Responsible to directly manage and mentor the Accounting Specialist
- Assist Business Owners with important financial decisions including possible investments, acquisitions, cost controls, etc.
- Partner with cross-functional leaders to build trust, understand organizational challenges and opportunities for growth, and execute business plans
- Participate and engage in Strategic Planning Meetings to develop the overall company strategy
- Conduct financial analysis to support business decisions such as cash flow and expense analyses
- Identify and resolve any breakdown in process, delinquent work, or financial process concerns
- Demonstrate strategic thinking in planning for the organization's short-term and long-term financial future
- Ensure systems of internal controls are in place to safeguard the organization's assets with a focus on risk management for the future
- Oversee and verify bi-weekly payroll process
- Implement and support month-end and year-end processes
- Manage and comply with local, state, and federal government reporting requirements and tax filings
- Assist with the management of commercial banking relationships to facilitate an appropriate credit resource under highly competitive terms
- Partner with accounting firm on leading financials, taxes, and annual audits
- Maintain and responsible for general ledger integrity through account reconciliations, journal entries, and auditing of all financial transactions
- Lead weekly check signing process by reviewing, approving, and signing weekly checks

#### MINNESOTA

21801 Industrial Blvd.  
Rogers, MN 55374

#### ILLINOIS

450 Fenton Lane, Suite 902  
West Chicago, IL 60185

#### KANSAS

19935 West 161<sup>st</sup> St., Suite A  
Olathe, KS 66062

#### TEXAS

5000 Kaltenbrun Rd.  
Fort Worth, TX 76119

- Provide financial analysis tools to evaluate company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary
- Analyze accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department
- Collaborate cross-functionally across the organization to establish and achieve goals
- Help mobilize new projects or investments to ensure necessary funding and alignment with strategic plan
- Complete projects assigned by management in a timely matter
- Perform other various duties as assigned

**Other Skills:**

- Strong team player with ability to collaborate across departments
- Strong leadership and direct management ability
- Exceptional analytical and problem solving skills
- Strong organizational skills, accuracy, and attention to detail
- Excellent verbal and written communication skills
- Positive mental attitude
- Strong desire to win in the marketplace
- Proficiency in Microsoft Office Suite
- Professional presentation skills
- Ability to understand financial statements and how to maximize profits
- Ability to perform in a professional manner

**Work Environment:**

- Must be able to sit, walk or stand for extended periods

**Qualifications:**

- High School Diploma or GED required
- Bachelor's degree in Business or related field required
- At least 8 years related experience and/or equivalent combination of education and experience
- CPA or related graduate degree preferred

**Note:** *The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Duties, responsibilities, and activities may change at any time with or without notice.*