**SHSC - Controller - Job Description**

Samuel Hubbard is seeking an experienced **Controller** to join their growing team. This person will report directly to the VP of Finance and work closely with the CEO and Management Team.

[**www.samuelhubbard.com**](http://www.samuelhubbard.com)

**Responsibilities:**

* Oversee the month end close process, including evaluating internal close procedures and implementing and improving upon them as needed.
* Review subsidiary schedules and reconciliations prepared by accounting staff.
* Prepare monthly, quarterly and annual financial statements for internal management as well as quarterly financial statements for our bank.
* Prepare detailed cash flow forecasts and analysis and present to management.
* Work with the management team to prepare departmental budgets, analyze the actual vs forecasted budgets monthly, and provide analysis and recommendations for cutting costs.
* Prepare ad-hoc financial analysis to drive the business decisions of the Company.
* Establish, monitor, and enforce policies and procedures to increase efficiency and maintain adherence to GAAP.
* Establish, monitor, and enforce internal controls to protect internal assets.
* Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
* Become an expert on current software systems (SAP Business One) used by the finance department and assist in the design and implementation of new software.
* Assist with maintaining relationships with external vendors and with contract negotiation.
* Maintain detailed costs sheets with margin analysis that reflects the impacts of changing currency rates and other factors; assist management with determination of product pricing.
* Oversee accounts payable and accounts receivable to take advantage of all potential discounts and prompt collections.
* Maintain relationships with our bankers and merchant bank, including monitoring fees and charges.
* Perform periodic inventory valuations, and continually analyze COGS and margins.
* Monitor debt levels and compliance with debt covenants.
* Comply with local, state, and federal government reporting requirements and tax filings, including Canadian VAT and new provisions for U.S. state sales tax.
* Analyze areas in which cost controls can be implemented and recommend to management.
* Maintain corporate insurance, including liability, comprehensive, and workers comp.

**Requirements:**

* Bachelor’s degree in Accounting or Business Administration.
* At least 5 years of applicable work experience. (2.5 years at a private company).
* Proven leadership experience managing a team.
* Experience working with/for an ecommerce or consumer products company (must have inventory accounting experience).
* Technical experience with accounting ERP systems and other related software. SAP Business One experience a huge plus.
* Ability to see the “Big Picture” of our company and operations, and eagerness to use your accounting and finance expertise to help drive the strategic direction of the Company.

**Compensation & Benefits:**

* Competitive salary and benefits, BOE.
* Enjoy a flexible and casual work environment at a family-owned company.
* Work for a fast-growing company with potential for job growth.

**About Samuel Hubbard Shoe Company**

The Samuel Hubbard Shoe Company is a Marin based 4-year-old Footwear Company. Bruce Katz, who was the co-founder of The Rockport Shoe Company and a third generation shoemaker, started the Company. Bruce also pioneered the walking movement with Rockport. The Company operates as both a retail and wholesale business, selling premium quality footwear for men and women produced in Portugal. Samuel Hubbard Shoe Company has built a new premium shoe and leather goods brand from the ground up. The Company works with a small team of people who enjoy working together and every player is key to their success.

\*Please submit resume and cover letter to: jobs@samuelhubbard.com

\*Local candidates only.

\*No sponsorship offered at this time.