



**REITMEIER**

*Bringing balance to your environment.*

## **Assistant Controller/Accounting Manager**

Letter from Reitmeier President, Jeff Nusz:

“We are looking for an Assistant Controller/Accounting Manager who thrives on attention to detail, exhibits above-average interpersonal skills, and possesses the ability to see the big picture. This candidate should have the ability to manage multiple projects. You will thrive in this position if you are someone who can “bring it” on a daily basis.

Reitmeier is not a large company, but we think BIG and strive to be the absolute best in our class. We are an employee-driven company first and foremost. It is the people at Reitmeier who are the engine that propels us to success.

We’re looking for an individual to support and assist our team. Strong communication skills and professionalism are paramount to the success of this position. As a client- and employee-driven company, we believe in forming lasting and mutually beneficial partnerships.

At Reitmeier, you’ll experience an amazing, team-oriented environment that places high value on the person as well as the position. If you are looking for a long term relationship and wish to find “balance” in your career and in life, then let’s talk.”

*Best Regards, Jeff*



## ABOUT REITMEIER

At Reitmeier, our mission is “**Bringing Balance to Your Environment.**” While this relates directly to the HVAC services that we provide to our clients, it also refers to our ongoing goal of creating the best work environment possible for all of our team members. We strive to bring out the best in every employee.

Our company understands that our growth and success stems directly from our people. We understand that if we start by hiring A-players who are not only passionate about their position and department, but also invested in our company as a whole, then we have an incredible formula for a thriving company. Reitmeier empowers people to make great decisions, build sustainable relationships, and grow their leadership skills.

**Live the Reitmeier Values:** Reitmeier team members strive to live our core values every day. We live, breathe, and believe in our core tenants. They are the foundation of our company. Every decision we make aligns with our values and supports the company’s mission: “*Bringing Balance to Our Environment.*”

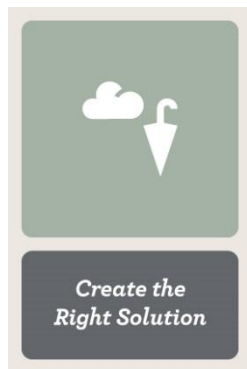
**Lead the Way:** We work to lead the way as a company in the technologies we bring to our customers and to the culture we create internally. Reitmeier wants to be the absolute best at what we do. Constantly challenge and stretch yourself because when everyone in our organization strives to be the best they can be, our company will thrive as a whole.

**Build Sustainable Relationships:** Reitmeier believes in the power of long-lasting, harmonious relationships. We value great communication and interactions with all team members. We strive for an environment that is friendly, warm, and exciting.

**Create the Right Solution:** Our people take initiative to solve problems so that the team and the company can succeed. Every team member is continuously innovating and improving our operations, always working to do things better and raising the bar for the highest standards possible.

**Own It:** Every team member is encouraged to put their name on every job they do. This pride in ownership ensures the growth and success of the company. Everybody is encouraged to collaborate with other team members whenever challenges arise. We believe that success and mistakes become learning and growing opportunities.





## **ARE YOU THE IDEAL CANDIDATE FOR OUR ASSISTANT CONTROLLER/ACCOUNTING MANAGER POSITION?**

Reitmeier is hiring an Assistant Controller/Accounting Manager who has a thorough understanding of financial and accounting systems and processes. The right candidate for this position thrives in an environment where they can do it all: from high-level financial reporting to the day-to-day entry of payables. We're hiring a great candidate who likes to roll up their sleeves and get the job done.

Here are some questions to help you know whether this position is right for you:

- Do you have the knowledge and understanding of all facets of financial reporting, forecasting, and budgeting?
- Can you work directly with our President to help plan daily and future operations?
- Do you enjoy working in a collaborative environment where you're expected to contribute top-notch ideas and add additional value to the company?
- Can you contribute to an environment oriented to sustainable relationships, open communication, and cohesive team effort?
- Are you seeking to create a fun, enjoyable experience for yourself and those around you?
- Can you lead and facilitate efficient and collaborative meetings with the accounting staff, major customers, shareholders, the financial community, and the public?
- Are you a highly-organized, exceedingly-detailed individual who thrives on all aspects of financial planning and operations, budgeting, and accounting?
- Do you have clear, concise, and effective writing skills with a high level of accuracy in grammar, spelling, and punctuation?
- Do you believe in the power of small businesses?
- Are you looking to work at a growing HVAC firm that's unlike any other?

## **TO BE QUALIFIED FOR THE ASSISTANT CONTROLLER/ACCOUNTING MANAGER POSITION, YOU MUST HAVE:**

- At least a BA/BS in accounting, finance, business administration, or related field.
- Minimum of 5 years of progressively responsible professional experience in accounting, finance, budget, administration. Extensive knowledge of accounting principles, procedures and standards.
- Excellent conceptual, analytical and evaluative skills in accounting operations with ability to provide technical advice to senior management.
- Skills in reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Energetic presentation capabilities and comfort responding to questions from groups of managers, clients, customers, and the general public.



- Top-notch skills in working with mathematical concepts such as probability and statistical inference, and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Problem solving capabilities in practical problems and a variety of concrete variables in situations where only limited standardization exists.
- Past experience in using Enterprise-level financial accounting system such as Sage Timberline or similar software accounting systems.

## **YOUR SPECIFIC RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Making ongoing and annual recommendations to the President regarding major economic strategies, objectives, and policies for company, along with creating ongoing improvements to our financial programs. Advising ownership on investments and loans.
- Managing Financial Department and overseeing ongoing accounting operations including payroll, data entry, record keeping, management information systems, and analysis. Providing ongoing financial oversight of accounting activities including accounts payable, accounts receivable, reimbursements, payroll, cash flow reports, etc.
- Preparing quarterly reports summarizing and forecasting company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Preparing the annual company and department budgets; reviewing the annual budget proposals and preparing the necessary supporting documentation and justification.
- Reviewing insurance and annually advising management on the best coverage to protect the company against property losses and potential liabilities.
- Providing monthly reviews of the company's financial status and progress in its various programs and activities; reviewing operating results of the organization and comparing them to established objectives, as well as implementing processes to correct unsatisfactory results.
- Determining annual depreciation rates to apply to capital assets.
- Working with the Company's CPA to advise management regarding best operational adjustments due to tax code revisions; Arranging regular audits of company's accounts; Preparing reports required by regulatory agencies.
- Establishing and maintaining good relations with banks and other financial institutions.
- Working with President to evaluate procurement needs, funding, and investment of surplus.

To apply, please send an email with cover letter, resume, and references to [careers@ReitmeierNW.com](mailto:careers@ReitmeierNW.com) with the title "Asst. Controller/Acct. Mngr" in the subject line. No phone calls or in-person visits please.

