

# Position Controller/ Financial Analyst

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## Rekluse Vision:

We, a team of inspired people, create our future through innovation with integrity, passion and excellence.

We create solutions and opportunities to enrich the lives of our customers, Rekluse team, shareholders, partners and the communities in which we live.

Together, we are more than we could be alone.

## Position Responsibilities and Objectives:

Maintains integrity of financial data, in accordance with GAPP principles. Provide financial reporting and assist the management team with establishing, monitoring and visualizing KPI's. Oversees and leads improvement in month-end close processes and procedures. Provides financial analysis, posts items to the general ledger, makes adjustments, and inputs journal entries. Accounts payable/receivable reconciliation and problem resolution. Prepares financial statements, tax preparation, annual budget, year-end audit, compliance requirements, and tax reporting.

Generate regular and ad hoc reporting and analysis, and lead management team in the budgeting process. Supports Rekluse's sister company, VersaBuilt, on advancing projects as needed. Drive advancements in business analytics in support of executive decision making.

## Education and Experience:

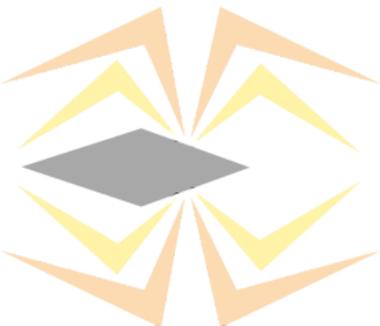
- Bachelor's or advanced degree in Accounting, Finance or Business
- Three years of financial and data analysis experience or equivalent combination of education/experience.

## Skills:

- Financial experience in a manufacturing environment
- Excellent communication skills, both orally and written
- Proficient with QuickBooks accounting platform
- Advanced Microsoft office applications skills, especially Excel
- Ability to think critically and use sound judgement to determine the correct use of data
- Strong detail orientation with proven ability to work quickly without compromising quality
- Personal responsibility
- Organizational skills
- Excellent problem solving skills

## Functional Outline:

- Financial analysis, post items to the general ledger, make adjustments, and input journal entries
  - Accounts payable/receivable reconciliation and problem resolution
  - Prepare financial statements, taxes, annual budget, year-end audit, compliance requirements, and tax reporting
  - Maintain proper GAPP accounting policies
  - Review and prepare P&L and Balance sheets for management team
  - Insure accuracy of all financial data
  - Prepare financial statements and prepare taxes
  - Develop accounting policies and procedures to create SOP's for accounting and financial department
  - Maintain and develop financial and budgeting models





- Develop appropriate metrics to measure growth, expense control, and efficiency
- Provide innovative, high value-added financial information to the management team for strategic decision making
  - Drive improvements in reporting accuracy, timeliness, and insightfulness
  - Improve data gathering and presentation processes, automating whenever possible
  - Support ad-hoc tasks and various projects using tools to improve processes and increase productivity
- Conduct periodic audits to insure financial accuracy

**Communication Interfaces:**

This position reports to the President and/or Chairman. This position requires interaction between all managers and team members.

**Employment Details:**

This is an Exempt salaried position and will fall within the wage guidelines as describe in the Rekluse Pay Scoping Document. Salary depends on experience.

Job type: Full-time and hours are generally 8am to 5pm, Monday through Friday.

**Physical Demands**

While performing the duties of this Job, the employee is regularly required to sit and stand. The employee is frequently required to walk; use hands and have finger dexterity; reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

**Work Environment**

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Personal Protective Equipment is required including but not limited to gloves, safety glasses and hearing protection.

**Rekluse is an Equal Opportunity Employer**

**Contact:**

Physical application can be filled out in person: 12000 W Franklin Rd Boise, ID 83709

**OR**

Resume can be sent to:  
Amanda Mumford – Human Resource Manager  
<mailto:amanda@rekluse.com>

