

## About H+K

Founded in 1971, H+K International is a leading global supplier of stainless steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service. H+K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, South America, Europe, Africa, Middle East, Australia, and Asia.

## Summary

Directs financial activities and oversees aspects of H+K International financial statements, annual audits, inventory accounting, accounts payable and accounts receivable functions, freight accounting, and internal controls. They will also have strong financial reporting and presentation skills. The US controller will be responsible for oversight of all day-to-day finance operations and supervise a team with functional responsibilities for accounting.

## Essential Functions:

Include the following. Other duties may be assigned.

- Ensures the monthly financial packages for US Operations are prepared accurately and issued within an agreed timeframe.
- Completes a full review of the financial packages each month to ensure they are accurately stated.
- Prepares a summary of areas within the financials that should be highlighted and reviews with Senior Leadership team.
- Prepares a checklist of all standard reconciliations and ensures that it is completed in the appropriate time frame.
- Focuses on reviewing the financials in the area of 'Sales & Margins'. Ensures that the detailed report of sales & margins by category is reviewed and appropriate follow-up action is completed.
- Responsible for the annual audit. Ensures the US year-end audit is completed within the agreed timescale.
- Responsible for the accuracy of inventory accounting throughout the year
- Responsible for the Accounts Payable function
- Responsible for the Accounts Receivable function
- Responsible for driving operational cost improvements throughout the US business.
- Ensures the top twenty-five vendor's accounts are reconciled monthly and all vendor accounts are reconciled quarterly.
- Oversees freight accounting.
- Responsible for delivering recommendations for cost reductions.
- Responsible for all aspects of internal controls.
- Responsible for annual budget process and updating of latest outlooks.
- Responsible for daily management of cash.
- Work with Production Materials department to ensure accurate costing of products.
- Performs other work-related duties as required



## **Job Description US Controller**

### **Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

Bachelor's degree in Accounting and/or Finance required, CPA required. At least 5 years of experience managing Accounting departments, this person should have experience implementing change and improvements and demonstrated ability to exercise authority in an assertive and effective manner

H+K International offers a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5% and immediate vesting), with eligibility after the first of the month following 12 months of continuous employment, tuition reimbursement, free online training courses and a business casual dress environment.