



Job Title	Finance Manager / Controller
Reports To	Chief of Staff and/or President
Pay Range	\$65,000 - \$80,000 DOE
Exempt/Non-Exempt	Salaried, Exempt
Department	Finance
Summary	The controller is responsible for closely monitoring RCS' financial health and ensuring RCS complies with financial regulations. The position provides comprehensive financials updates by evaluating, analyzing and reporting appropriate data points while managing the day-to-day accounting functions. The controller guides financial decisions and helps protect assets by developing, implementing and monitoring financial controls and guidelines. The controller is accountable for the administrative, financial, risk management and human resources operations of the company and assisting in the development of financial strategy and key metrics.
RCS Core Values	<ul style="list-style-type: none"> • Community-forward - Coffee Shop crew members are dedicated to cultivating community. Crew members create community by engaging with and including all people within The Coffee Shops and the industries, creating space for those who need it and treating all with respect. • Empowered - Coffee Shop crew members are empowered to advocate for themselves, their colleagues and their clients. Our empowered crew strives for the betterment of ourselves, our families, our company and our industries. • Changemaker - Coffee Shop crew members are changemakers. They are willing to try new or different ways of doing things within The Coffee Shops and in our industries. They bring creative solutions to the table as well as ideas for new initiatives. • On-it! - "On-it!" crew members understand there is a sense of urgency with all tasks and are equally responsive to messages, problems and inquiries from both customers and coworkers. "On-it!" crew members are tenacious – determined to succeed, see tasks through to completion and solve problems big and small. <p>All employees of RCS will have demonstrated a commitment to the above core values.</p>
Primary Responsibilities	<ul style="list-style-type: none"> • Prepare financial statements and provide monthly and quarterly analysis of financial status • Oversee cash, investment, asset management, and banking relationships • Ensure the integrity and validity of monthly and year-end financial statements

	<ul style="list-style-type: none"> • Evaluation & selection of vendors for payroll, benefits, liability and workers comp insurance • Manage monthly payroll and payment to contract employees • Assist with preparation of annual budget; manage monthly budget to actual analysis • Manage accounts receivable, accounts payable, and monitor cash balances and forecasts • Liaison with outside CPA regarding accounting methods and taxes • Comply with local, multi-state and federal government reporting requirements and filings • Reconcile bank and credit card accounts monthly • Supports HR functions including reference checks, retirement funds, health care benefits • Ensure labor & employment law compliance • Support hiring managers with recruiting, hiring, onboarding and performance management • Oversees all purchasing functions
Knowledge, Skill and Experience Requirements	<ul style="list-style-type: none"> • Seven or more years of professional accounting experience • Strong understanding of banking processes and financial data analysis • Experience managing payroll in multiple states • Working knowledge of national and local tax regulations and compliance reporting • Must have experience with QuickBooks Online and be adept at Excel • Ability to manage multiple projects simultaneously • Ability to work well with all levels of crew members • Ability to make decisions quickly and with limited supervision • Excellent verbal and written communication • Professional approach with crew members, customers and vendors
Knowledge, Skill and Experience Preferences	<ul style="list-style-type: none"> • BA in accounting, finance or business • Five or more years of experience as a senior-level accounting or finance manager • Experience with Paylocity, Basecamp, MS Teams • Experience using vendor payment portals such as SAP, Ariba, Coupa • Experience with Simple IRA plans • CFA or CPA a plus • Familiarity with health care plans
Benefits	<ul style="list-style-type: none"> • Subsidized medical coverage; Simple IRA contribution; generous paid time off
Working Conditions	<ul style="list-style-type: none"> • Home Office or Remote Office with internet • Computer provided • Phone provided