



3448 Brighton Blvd  
Denver, CO 80216  
1-855-EAT-LOVE

[lovegrown.com](http://lovegrown.com)

## Controller

Full-Time Position

**Empower. Inspire. Love.**

**Love Grown is an exciting and innovative company revolutionizing breakfast!**

**SUMMARY:** The Controller will be a key member of the team and part of a small, rapidly growing company. You will be responsible for accounting operations of the company, production of periodic financial reports and annual budgets/forecasts, financial analysis, and ensuring reported results comply with generally accepted accounting principles. You will have cross-functional experience with a keen ability to interface with multiple groups to effectively build and manage our accounting, finance, legal, and human resources departments. You will be responsible for ensuring all accounting and financial transactions are properly recorded and that we are in compliance with all local, state, and federal government reporting requirements and tax filings. You will have the opportunity to be on the ground floor and directly affect our success.

**REPORTING TO:** CEO

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the creation and preparation of the company's financial statements including monthly and quarterly financial reports to review budget variances, identify trends, and evaluate KPIs
- Prepare and provide sales reports, commission reports, analysis, and other reports as necessary
- Work with management team to develop the annual financial budget and forecast
- Lead monthly departmental budget meetings to review previous months' performance
- Manage all accounting operations including billing/invoicing, A/R, A/P, GL, reconciliations, cost accounting, inventory, and revenue recognition within Generally Accepted Accounting Principles (GAAP)
- Ensure that all financial transactions are properly recorded, filed, and reported
- Lead month-end closing and year-end close processes
- Develop and maintain a documented system of accounting policies, procedures, and controls
- Maintain and reconcile the fixed asset ledger
- Establish a plan for profit planning, capital investments, sales forecasts, expense budgets, and cost standards
- Manage human resource functions including payroll, PTO, and healthcare benefits
- Manage insurance functions including renewals and amendments ensuring appropriate coverage
- Examine all financial reports and data closely to check for discrepancies
- Review all financial plans and budgets regularly to look for cost reductions and operational improvements
- Manage existing commercial banking relationships and pursue additional competitive credit resources
- Work with auditing services to ensure proper compliance with all regulations
- Comply with and file local, state, and federal government reporting requirements and tax filings
- Work closely with Sales and Operations teams to manage proper inventory levels
- Provide training, guidance, feedback, and direction to employees to ensure work is performed in an efficient, timely, and knowledgeable manner
- Support executive teams' role in Board of Director meetings and equity financings
- Other duties as necessary



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**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree in Accounting and a CPA or CMA designation preferred
- 7+ years of experience in accounting with background in Finance
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of contract law
- Strong leadership skills and management experience
- Honest, high sense of integrity, and able to maintain strictest confidentiality
- Exceptional mathematical, analytical, and spreadsheet reporting skills
- Outstanding verbal and written communication skills with the ability to present effectively in group settings
- Must be organized, detailed oriented, and have the ability to work independently and in a team environment
- Overnight travel (5-10 times per year)

**DESIRED QUALIFICATIONS:**

- Strong personal interest in natural foods, health, and nutrition
- Eager to develop new systems and improve existing processes
- Excellent hand writing

**TO APPLY:** Please send resume and a statement of interest (i.e. why you want to join the LOVE Team) to [careers@lovegrown.com](mailto:careers@lovegrown.com) with **Controller** as the subject.