

POSITION DESCRIPTION

Controller | Bike Gallery - Portland, OR

ABOUT BIKE GALLERY

Bike Gallery was founded in 1974 with the mission of putting more Portlanders on bikes. Thirty-plus years later, Bike Gallery has grown to include six neighborhood stores, while remaining a family-owned business dedicated to connecting Portlanders with bicycles for healthier hearts, minds and communities.

Bike Gallery staff is trained to assist customers in making informed purchases, whether it's a big purchase, such as a new bike, or a small purchase like a patch kit or energy bar. The Bike Gallery service department is comprised of highly-trained and experienced bike mechanics. Not only are they experts at what they do, but they are also friendly, enthusiastic and love answering questions and sharing their knowledge with customers, whatever their cycling ability level. Bike Gallery's certified Fit Specialists are trained to customize the customer's bike to maximize comfort, safety and efficiency. Everyone at Bike Gallery strives to make the cycling experience as memorable, safe, and enjoyable as possible. We know that bicycles are more than vehicles and sporting goods, that the cycling experience is a way for many of us to realize our dreams in often unexpected ways. That's why we make it our mission to build relationships with our customers and the community.

For the last three years the Bike Gallery has been voted "Best Bike Shop in Portland" by the readers of Willamette Week, Portland's largest and most popular weekly newspaper.

JOB SUMMARY

Dynamic, collaborative individual needed to direct the financial affairs of this rapidly growing, profitable, and progressive retail organization. The controller is responsible for the company's accounting practices and preparation of financial reports, analysis of operations, budgeting, forecasting, cash flow planning, as well as supervision of the inventory management function.

This position reports directly to the president and is a key member of the management team.

ESSENTIAL FUNCTIONS:

- The Controller has the final responsibility for providing the organization and its management with the appropriate financial and operating information necessary. This individual will work closely with the president and CEO, as well as the inventory manager, buyers and store managers to ensure quality retail business practices and financial planning, efficient operations, streamlined systems, and accurate reporting.
- Personally and through supervision of bookkeeping staff maintains the company's system of accounts, keeps books and records on all company transactions and assets, and accurately reporting assets and liabilities.

- Establishes major economic objectives and policies for the company and prepares reports that outline the company's financial position in the areas of income, expenses, and earnings based on past, present, and future operations.
- Prepares and manages monthly and annual closing of accounting and financial records.
- Development, analysis, and interpretation of key metrics and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
- Develops and maintains timely cash management reporting and planning practices as necessary.
- Management and supervision of administrative functions of the corporate office including I.T., inventory management and office management.
- Responsible for evaluating the overall performance of bookkeeping personnel and the performance of other individuals as it relates to their use of the point of sale and accounting systems. This individual will make recommendations to the president regarding training requirements and has the duty to keep staff at the highest level of skill necessary to meet company needs and objectives. This individual may recommend to the president that personnel be hired or removed from a department.
- Coordinates and directs the preparation of the budget and financial forecasts, institutes and maintains other planning and control procedures, and analyzes and reports variances.
- Insures that point of sale and accounting systems are accurate and streamlined, and that they provide the accounting and management information necessary to profitably manage the business.
- Is responsible for communicating with payroll service, governmental agencies, and external tax preparer for planning and to ensure compliance with all federal, state, and local corporate, payroll, and other applicable taxes.
- Evaluates and recommends insurance coverage for protection against property losses and potential liabilities.

JOB QUALIFICATIONS & COMPETENCIES

- Five to seven years' accounting/finance experience in private industry.
- Bachelor's degree in accounting or finance. CPA a plus.
- Knowledge of computerized accounting systems.
- Accuracy and attentive to detail.
- Proclivity in retail business operations.
- Organized; willingness to follow recommended procedures.
- Honesty, patience, team player and collaborative approach to leadership.

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