

Controller

The Cafesjian family accounting office in Shoreview, Minnesota is actively seeking a skilled Controller with a CPA designation to join our team. As Controller, you will play a pivotal role in overseeing all accounting functions, ensuring tax compliance, and providing meticulous financial reporting for multiple entities, including family trusts, private foundations, and the recently opened Cafesjian Art Trust Museum. Additionally, you will spearhead payroll, manage human resources, and serve as the main liaison with our external IT services provider. This role demands a dynamic individual with a keen eye for detail and the strategic mindset to drive financial excellence and operational efficiency.

Financial Statements, Budgets, and Tax Returns

- Prepare monthly financial statements and budget reports for museum.
- Maintain depreciation software and generate book and tax depreciation reports.
- Prepare year-end financial statements and workpapers for all entities for tax return preparation by outside accounting firm.
- Prepare annual museum budget with input from museum staff and CEO.

Payroll/Benefits

- Process bi-weekly payroll using both Paychex and ADP and make journal entries for each entity.
- Perform employee onboarding, including the processing of background checks, and enrolling new employees in benefit and 401(k) plans.
- Coordinate annual open enrollment for benefits with Paychex, including the annual review and selection of insurance carrier policies.
- Review annual Form 5500 prepared by Paychex.

Cash & Investments

- Maintain daily cash reconciliations report for bank and brokerage accounts and prepare month-end bank reconciliations.
- Record daily investment income, purchases, and sales in QuickBooks.
- Monitor cash balances to ensure adequate operating balances.

Accounts Payable

- Enter invoices and issue checks daily.
- Maintain sales tax exemption program, sending Minnesota ST3's to vendors where appropriate.
- Collect certificates of insurance for any contractors performing work onsite.
- Prepare and file annual 1099 information returns.

Information Technology

- Assess information technology needs and requirements and make recommendations to CEO.
- Serve as point person for approvals on all requests made to outside IT service provider.
- Order all new computer equipment and software.
- Serve as Administrator on art inventory software, maintaining users and assigning rights.

Other

- Monitor business and fine art insurance policies and ensure they are renewed annually.
- Prepare periodic Minnesota and Florida sales tax returns.
- Prepare and submit annual workers compensation audit if needed.
- Prepare various Secretary of State annual reports for Minnesota, South Dakota, Delaware, and Florida.
- Assist Our Fair Carousel, Inc. (Cafesjian's Carousel at Como Park) by processing payroll, preparing financial statements, issuing checks, preparing sales tax returns, and serving on their Board of Directors.

Job Specifications:

This position reports to the President/CEO.

Position is non-remote, though work-from-home is available on approved occasions.

Pay Range: \$110,000–\$125,000

Full-time, exempt

Full Time status provides competitive benefits including 20 days of paid vacation, 10 days of paid sick leave, paid holidays, medical/dental/vision/life insurance, 401k with 3% match after one year of service, among other benefits.

Schedule: Monday – Friday 8am – 4:30pm.

This position is not eligible for relocation assistance.

Minimum Qualifications:

- CPA with bachelor's degree in accounting.
- Family accounting office experience or strong experience working with multiple entities.
- Significant accounting experience including financial reporting, general ledger management, cash flow management, and risk assessment.
- Experience with partnership or S-Corporation taxes and private foundation (non-profit) taxes.
- Experience in benefits administration (payroll, insurance, 401k, etc.)
- Experience with QuickBooks software.
- Experience in organization and general office management.
- Strong leadership, communication, and interpersonal skills.
- Strong organizational skills, attention to detail, and ability to manage several projects simultaneously.
- Advanced level experience in Excel and other Microsoft Office programs.
- Can work under minimal supervision, relying on experience and judgement.
- Gook work ethic and positive, productive attitude.

- Must be willing to perform other duties assigned and as needed.

Preferred Qualifications:

- Experience with museum accounting is beneficial.

Physical Requirements:

- Able to sit at a desk operating a computer for a prolonged period.
- Good hearing and vision.
- Able to lift weight in excess of 25 pounds.
- Able to carry weight in excess of 25 pounds.

The Cafesjian Art Trust is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.