

Controller

Grand Rapids, Michigan

WEST ELM WORKSPACE is an exclusive collaboration between West Elm and Inscape. Our mission is to offer choice in products and services, build community through connections with clients and collaborators and focus on consciousness and honest business practices in everything we do, from supply chain transparency to sustainability.

Inscape, an award-winning designer and manufacturer of office furniture, has been initiating change in workspace design for the past 125 years. Since it launched in 2002, West Elm has been helping customers express their personal style. West Elm's home base is nestled down under the Manhattan Bridge in Dumbo, Brooklyn, and their 65+ retail stores can be found in the US, Canada, Australia and the UK.

Together, we bring a new way to work to the commercial furniture market.

The Role

The Controller will generate and analyze accurate business information used for financial statements and business decisions to achieve Company business objectives. In addition, the Controller will: Review, monitor and identify costs; Budget and forecast for the business unit; Set up business processes to enhance efficiencies; Recommend inventory purchases and best tier buying.

Responsibilities

Costing:

- Review and monitor costing models in the ERP system
- Investigate variances, provide insights into variances and lead initiatives to improve margin.
- Intercompany costing and transfer price

Financial Accounting:

- Preparation of monthly, quarterly and annual financial statements, including all variance and root cause analysis.
- Reconciliation of all BS accounts

Control:

- Prepare budget and monitor against actual results
- Capital appropriation control and approval
- Inventory control
- No charge orders and credit note approval

Cost reduction and improvement:

- Lead cost reduction team
- Recommend actions to improve margin
- List price analysis and recommendation

Special projects – as assigned

Knowledge, Skills, Abilities & Education

- PA or equivalent, advanced accounting knowledge required, including:
 - a. Preparation and analysis of monthly financial statements
 - b. Expense, inventory, labor and margin analysis
 - i. Disclosure and other technical accounting issues
 - ii. Analysis of key balance sheet and income statement accounts
 - iii. Cost Accounting
- Advanced computer skills, including Windows applications and AS400 accounting system.
- Minimum 10 years business experience with at least 3 years experience in a managerial position in accounting or finance
- 5 years in a manufacturing environment (ideally business-to-business and in a made-to-order manufacturing situation)
- High degree of interpersonal skills, as well as excellent verbal and written communication skills

If you have the qualifications for this position and are interested in joining a progressive company with excellent benefits, please email your resume for consideration to:
careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

Inscape is an equal opportunity employer.