



Job Opening Announcement **Senior Director of Finance**

Come join our growing accounting department! Goodheart-Willcox Publisher is seeking a Senior Director of Finance who will provide leadership and management for the financial reporting, analysis, budgeting, forecasting, compliance, and accounting operations of the company. This individual will bring their expertise in all aspects of finance to ensure a strong system of internal controls and efficiency. The ideal candidate will be a change agent for the financial operations of G-W.

What we offer:

Goodheart-Willcox Publisher is an employee-owned company driven by our mission, **“We Build Careers.”** G-W has spent over a century building a culture that we are proud of and is centered around our Core Values of ***Do the Right Thing, Can-do Attitude, Roll Up Your Sleeves, and Always Improving.*** When you join our team you will experience an environment of collaboration, empowerment, and respect.

We’ve carefully selected our benefits, including retirement options, with a focus on fostering the overall wellbeing of our employees!

- *Employee Stock Ownership Plan & 401(k) with match*
- *Wellbeing Program*
- *Wellness Reimbursement Program*
- *Cariloop – a Caregiver Concierge*
- *Pet Insurance*
- *Employee Assistance Program*
- *Generous Paid Time Off*
- *Social Activities and Events*

What you’ll do:

Financial Reporting and Analysis

- Oversee financial close process, ensuring timely and accurate financial statements and disclosures are prepared in accordance with generally accepted accounting principles.
- Analyze financial results vs. budget, forecasts, and prior years to identify trends, risks, and opportunities, and provide insights and recommendations to executive team.
- Oversee annual company, ESOP and 401(k) audits performed by the company’s outside independent accounting firm.
- Oversee annual budget process and monthly forecasting processes. Develop 5-year projections used for ESOP valuation purposes.

Accounting Operations

- Oversee the disbursements, cash management, accounts receivable, and payroll functions.

- Oversee inventory management function. Manage inventory balances and monitor inventory rotation, cycle count results, and inventory quantity and costing adjustments.
- Oversee royalty function, ensuring timely and accurate calculation of royalties, payment processing, and reporting.

Tax

- Oversee tax function, ensuring compliance with sales/use tax, federal and state income/franchise tax regulations, state annual report filings.
- Lead annual tax planning process and coordinate with the company's outside tax firm to ensure tax filing requirements are completed on a timely basis.

Business Reporting and Analysis

- Leverage data to provide strategic insights and make actionable, result-oriented recommendations to drive business value. Analyze current and historical key performance indicators, highlighting trends and analyzing causes of unexpected variances.
- Provide reporting on actual results vs. forecasts and provide insights and recommendations to the underlying causes of variances.
- Provide revenue and profitability analysis.
- Develop and support comprehensive data and reporting strategy for the entire company.
- Partner with operational leaders to provide required business reporting and as an analytical resource on ad hoc value-added projects.

Risk Management and Internal Controls

- Lead risk management function, including managing annual corporate insurance renewal and managing certificate of insurance process.
- Responsible for design, documentation, and effectiveness of internal controls for all accounting processes to safeguard company assets and prevent fraud.
- Serve as plan fiduciary for the Company's 401(k) and ESOP retirement plans.

What you'll bring:

- Bachelor's degree in accounting is required. Master's in business administration is preferred.
- Minimum 10 years accounting experience required, with 5 years of previous supervisory experience, with a proven track record in a similar role.
- Strong technical accounting skills and current knowledge of US Generally Accepted Accounting Principles (GAAP).
- Understanding of corporate income tax and sales tax compliance and regulations.
- Public accounting experience is preferred.
- Licensed certified public accountant (CPA), certified management accountant (CMA), chartered global management accountant (CGMA) preferred.
- Strong organizational and project management skills, ability to work under pressure, manage multiple priorities, and meet all deadlines.
- Impeccable moral compass, ability to maintain confidentiality, and exercise extreme discretion.
- Strong interpersonal, collaboration, and conflict management skills.
- Strong working knowledge of Microsoft Office is required. Intermediate level Excel skills.
- Proficiency in financial software and ERP systems. Working knowledge of Microsoft Dynamics is preferred. Strong technical aptitude with experience evaluating financial systems and prioritizing system enhancements.

Goodheart-Willcox Publisher provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, ancestry and marital status, and other protected classes, in accordance with applicable federal and state laws.

In addition, Goodheart-Willcox Publisher complies with applicable state and local laws governing nondiscrimination of employment. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.