



Phone 605-275-2025
Office 500 W Hanger Street - Sioux Falls, SD 57104
www.nelsonbaker.com

Job Description

Job Title	Controller	Job Category	Salaried - Exempt
Experience Level	5-7 years	Travel Required	None
Location	Sioux Falls, South Dakota	Position Type	Full Time
Reports to	Stacy Nelson	Title	Owner/President

COMPANY OVERVIEW

Nelson Baker Biotech has quickly established a reputation as one of the most innovative biotech engineering and design/build firms in the nation. Nelson Baker Biotech combines engineering expertise, a solid business background and practical field experience to provide its clients with true, value-added service. Nelson Baker Biotech is a leader in process/project engineering, Ag and Bio based operations, regulatory support, construction, and project management services for the Biotech industry. Our goal is to guide our clients to the most efficient and cost-effective solutions.

Nelson Baker Biotech has extensive experience in all facets of industrial processing, and we provide best-in-class consulting services in Construction, Engineering, and Optimization for industrial processing plants.

At Nelson Baker Biotech we offer an excellent benefits package to all our regular full-time employees, including health, dental and vision insurance, 401(k) with company contributions, flexible spending accounts, paid time off, and the opportunity for personal and professional growth.

GENERAL DESCRIPTION

We are an engineering design-build firm with a staff of 25-30, mostly engineers and drafters. We work in the bioenergy sector doing engineering, procurement, and construction. As controller you would be the main point of contract and responsible for filing employment taxes, sales and use tax reports, and maintaining our business registration in various midwestern states.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Process payroll appropriately and on time.
- Provide job cost analysis and details for projects.
- Train other team members on accounting procedures and processes.
- Run monthly financial reports as required.
- Maintain financial information for reporting to 3rd party accountants.
- Share financial information appropriately.
- Stay up-to-date and process payroll tax information appropriately.
- Provide customer point of contact support when necessary.
- Manage and oversee year-end financial statement review and tax reporting.
- Help with understanding the compliance requirements for tax credits.
- Provide backup and support to purchasing and project management.
- Seek improvements and offer insight into HR, Office Management, and accounting systems.
- Seek cost savings on NBB budgeted and recurring costs.
- Lead the Deltek/Computer Ease support efforts and be a resource for other team members.
- Manage computer hardware purchases and software renewals.
- Coordinate managed IT services with DBS and Xigent.
- Manage the annual insurance renewal and audit process.
- Help with contractor bonds, and information requests from the underwriters.
- Manage employee requests and make sure employee benefits and records are up to date.
- Help with IT infrastructure, vehicle maintenance, office maintenance, and various HR related functions.



**NELSON
BAKER**
BIOTECH

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KNOWLEDGE BASED SKILLS

- Microsoft Office Products
- Adobe Acrobat Professional
- Accounting software and CRM
- Document Tracking Database
- Excellent verbal, written and computer skills
- Superior organizational skills and the ability to multi-task
- Ability to work independently with minimum instruction
- Ability to maintain accurate records