

Job Opening

Title of Position: **Controller**

Position Type: Full-time

Location: Kapalua, HI

This is a supervisory role responsible for the financial department and other office staff. This position oversees the accounting operations of the company, including its financial accounting system, financial reports, and internal controls.

Description of Responsibilities:

- Assist in the preparation of annual operating budget.
- Provide monthly budget and accurate financial results.
- Timely review of all reconciliations, supporting accounting records, and financial reports for accuracy and completeness.
- Assist in filing quarterly and annual regulatory reports with the Securities and Exchange Commission (SEC).
- Coordinate quarterly review and annual audits with internal and external auditors.
- Handle federal, state, and county tax reporting and filing.

Requirements:

- Bachelor's degree in Business, Finance, Real Estate, Accounting or related field. CPA or MBA is a plus
- 3-5 years of experience in public accounting or other financially-related position
- Strong knowledge of GAAP
- Must have a driver's license
- Proficient in Microsoft Excel and Word, and Quickbooks
- Must possess strong leadership, interpersonal, and excellent verbal and written communication skills
- Ability to multi-task, prioritize, think well on feet, and problem solve.

How to Apply:

Send your application, a cover letter, and resume to employment@mlpmaui.com. Include your name and the job position you are applying for in the subject line.

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