



Controller

About MBM

MBM has been a trusted leader in providing innovative Print Finishing Solutions for over 80 years. Our commitment to quality and customer satisfaction has solidified our reputation as a reliable partner in the industry. We're looking for a Controller who brings not only financial acumen but also leadership, structure, and an eye for operational improvement to our Charleston-based team.

Job Overview

The Controller will oversee all financial, accounting, and administrative operations for MBM Corporation. This role is responsible for ensuring the accuracy and integrity of financial data, managing compliance with all tax and reporting requirements, and driving process improvements across accounting, HR, and IT systems.

The ideal candidate is detail-oriented, proactive, and capable of balancing day-to-day financial management with strategic insight—someone who thrives in a collaborative environment and enjoys bringing order and clarity to complex operations.

Key Responsibilities

Financial Leadership

- Manage all accounting functions including general ledger, reconciliations, and month/year-end closes.
- Lead budgeting and forecasting; analyze financial performance and present insights to senior leadership.
- Oversee cash flow, banking relationships, and ACH/wire transfers.
- Coordinate external audits and year-end tax preparation.
- Maintain and improve internal financial controls and procedures.

Accounting Operations

- Supervise accounts payable, accounts receivable, and collections.
- Manage credit card reconciliations, expense reimbursements, and petty cash.
- Maintain fixed asset and depreciation schedules.
- File and remit business licenses, taxes, and other compliance filings.
- Support relationships with international manufacturing and distribution partners, including Canada.



Payroll & HR Administration

- Oversee biweekly payroll, payroll tax filings, and benefit contributions (401k, health, FSA).
- Manage onboarding/offboarding, W-4/I-9/E-Verify, PTO, and compensation updates.
- Handle insurance renewals, workers comp audits, and employee recordkeeping.
- Maintain and update company and expense policy manuals.

Compliance & Documentation

- Maintain document retention systems for contracts, tax, and HR files.
- Ensure compliance with GAAP, tax law, and company policies.
- Support dispute resolution and internal policy adherence.

Qualifications

- Bachelor's degree in accounting, Finance, or related field (CPA preferred).
- 7+ years of progressive accounting experience, including leadership or controller-level roles.
- Strong knowledge of GAAP, payroll compliance, and tax reporting.
- Experience with ERP or accounting systems and proficiency in Excel, Office 365.
- Excellent organizational, analytical, and communication skills.
- Ability to collaborate across departments and maintain confidentiality and professionalism at all times.

Benefits

- 401K Plan: MBM fully matches your first 5% contribution, helping you secure your financial future.
- Comprehensive Health Insurance: 100% paid by MBM, a rare and valuable benefit in today's workplace.
- Supportive Work Environment: Join a stable, successful, small company that values its employees and fosters a collaborative culture.

Why Join MBM?

At MBM, you'll be part of a close-knit team dedicated to delivering exceptional Print Finishing Solutions. Our small company atmosphere means your contributions are valued, and you'll have the opportunity to make a significant impact. With industry-leading products, robust support, and unparalleled benefits, MBM offers a rewarding career for driven professionals.