



Your Committed Partner in Excellence!

Position: Full-Time Controller/HR Manager
Company: Chrane Foodservice Solutions, LLC
4540 Kendrick Plaza Dr., Ste 150, Houston, TX
Position Reports to: Duane Guidry, Principal
Job Creation Date: March 2022
Interview Period: March - May 2022
Start Date: June 1, 2022

About Chrane Foodservice Solutions, LLC:

Since its inception on January 2, 2008, Chrane Foodservice Solutions, LLC (Chrane) has evolved from three employees with a few manufacturers to a leading manufacturers' rep organization recognized for innovation in the foodservice equipment and supply markets of Texas and Oklahoma. Chrane's Core Values are built on the following:

- Continuously build relationships on a foundation of trust and integrity
- Passionately driven
- Collaborative and solution-oriented
- Fun, authentic and tribal
- Sensei and grasshopper

At Chrane, we "Chraniacs" work hard, hold each other accountable and expect to have a high level of success for our manufacturers as well as provide solutions for our customers. And along the way we have a tremendous amount of fun!

Reason for the Controller / HR Manager Position:

Currently Chrane has a need for a highly motivated Controller/HR Manager due to an upcoming retirement. With our continued growth and desire for complete support and the highest level of customer service to our manufacturers, end-users, and our team, we are hiring a teammate that offices in our Houston office and will support our financial and human resources needs per the requirements listed below.

What You Can Expect from Chrane:

As an integral member of the Chrane family, here is what you can expect from your company:

- Competitive salary, plus annual bonus based on individual and company performance. The more instrumental you become to Chrane's successes, the more you can expect to earn each year
- Business related expenses paid (travel, supplies, meals, technology, auto compensation, customer entertainment, etc.). We are not afraid to arm our team with the latest and greatest resources to be effective. NOTE: Travel for this position will be limited following the training period
- 401(k) retirement program with matching company contributions
- Medical insurance along with Vision and Dental insurance offerings

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- **Paid Time Off Policy:** 16 working days per year. After 5 years of employment, PTO increases to 21 working days per year. While we work hard and play hard throughout the year, we understand the need to unplug and get away for a while. Paid vacation is available immediately upon hire. We do not expect you to work for a full year to earn some time off. You'll need a break. We all do. We're demanding but reasonable
- Clearly defined expectations and corresponding coaching from Chrane's Ownership and Management Team, who will get in the trenches with you if needed to help you develop and thrive at Chrane
- Support from a talented group of professionals that are here to train and help make you a successful teammate, all Chranians will be dedicated to your success.
- Extensive onboarding and ongoing mentoring from Chrane's Ownership and Management Team
- Human resources and accounting support to ensure your benefits, salary, and accounting needs are met
- Continued opportunities for additional growth and responsibilities, based on a track record of proven successes
- An accounting assistant/bookkeeper to help with day-to-day task and data entry

What Chrane Will Expect from You (Includes, but not limited to):

As the Controller for Chrane Foodservice Solutions, you will be responsible for all Financial and Human Resources management for Chrane's Companies. How do we expect you to accomplish this?

Mental Requirements:

- **Knowledge is Power:** We will provide you with as many training opportunities and resources as needed. We also expect you to use them and seek out more knowledge on your own to truly understand the importance of your role. You will learn the foodservice manufacturing industry and Chrane inside and out. We are looking for a motivated, self-starter who takes the initiative to want to learn and grow in their role
- **Time Management:** You must be able to map out a schedule, often weeks or months in advance. We will hand you a clear-cut schedule for the first 90 days of employment, with an in-depth onboarding process. After 90 days of employment, you should be able to manage your schedule, with minimal coaching assistance along the way
- **Juggling Act:** You must be able to manage multiple projects simultaneously. Organization and prioritization are paramount in our business. You must be able to keep your own ducks in their respective rows as well as seek help from your peers where needed
- **Self-motivation:** You must have the desire and take the steps to best support your peers and our manufacturers without prolonged handholding

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- Ethical approach: Self-explanatory. This applies to all the above. This is non-negotiable

Controller/HR Manager Functions:

- Manage accounting functions on a day-to-day bases including invoicing, commission receipts reconciliation, commission deposits, accounts payable, payroll, employee expense accounts and general ledger accounting for both Chrane Foodservice Solutions and Chrane Jobsite Resources. Currently, Chrane Jobsite Resources does not have any employees
- Enhance accounting department efficiencies through use of technology and continuous evaluation and updating of existing operating procedures; integrate new software, technology and processes as needed
- Performs technical accounting issue research and resolution as necessary
- Manage preparation of annual company budget with other departments and Principals, ongoing budget evaluation and review with Principals
- Provide monthly, quarterly, and annual financial reporting including but not limited to monthly financials, monthly & annual sales projections, commission reconciliation, payroll, and expenses
- Analyze monthly budget against actuals to ensure health of business and provide feedback
- Manage annual tax return process with outsourced CPA and manage compliance for all local, state, and federal tax compliance and reporting
- Manage preparation of regulatory filings
- Establish and implement short- and long-term Accounting/HR department goals,
- Develop and maintain working relationships with financial and HR partners including banking, CPA, legal counsel, brokers, our manufacturers and other applicable vendors
- Manage commercial and health insurance renewals and implementation
- Actively manage and update the company Employee Handbook and policies
- Manage all Human Resources related compliance, i.e. EEOC, TWC, etc.
- Manage new employee onboarding with Department Managers and Principals
- Participate in company meetings, conferences, projects, and team activities
- You must be prepared to spend the occasional evening or weekend conducting company business. Our job is not always 8am-5pm, Monday through Friday, so a true understanding of going the extra mile is necessary
- Have fun. We expect results from our team, but part of our culture is having some fun along the way
- Perform other duties as needed, "It's not my job" does not exist at Chrane.

In addition to the defined Controller/HR Manager responsibilities, you will take an active role in and demonstrate proactive participation and teamwork associated with Chrane's overall growth and evolution in Texas and Oklahoma. We ask you to also provide critical

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and instrumental input in both the day-to-day and long-term direction and performance of Chrane.

Requirements & Qualifications:

- 5 – 10 years' experience in accounting/finance, Human Resources experience is a plus
- Bachelor's degree in accounting, HR or related field
- General ledger and other accounting systems experience – Chrane currently uses Sage 50 Premium Accounting software, formerly Peachtree
- Salesforce.com experience is a plus
- Advanced Microsoft Excel experience as well as experience with all Microsoft Office Suite of products
- Solutions-oriented thinker with the ability to think visually as well as verbally
- Proven ability to develop and manage team members effectively
- Excellent written and oral communication skills
- Strong organizational skills with ability to multi-task, set measurable objectives, and manage timelines
- Willingness to do what needs to be done and get your hands dirty. Sometimes this means physically dirty. We all pitch in to clean the office, test kitchen and warehouse at times
- Will professionally and socially engage with customers and industry peers
- Possess ability to uphold company brand, culture, and core values
- Pass all background checks
- Successfully pass the online Wonderlic Test by Chrane standards
- Must live in the Greater Houston area and be able to commute back and forth to our office Daily

Travel Expectations:

- Some overnight travel will be required, likely not to exceed 3-5 nights per quarter, participating in:
 - Chrane quarterly meetings
 - Trips to our DFW office to train as well as ongoing routine project work with teammates as needed
- The initial 30-day onboarding and training process will be based out of Chrane's Houston office with travel to our Dallas office occasionally to work with other members of the team.

What to Expect from the Interview Process:

- Initial Application Process as defined below
- Completion of Wonderlic Online Testing (Pre-Interview)
- Initial Phone Call Interview with Duane Guidry, Principal (Phase 1)
- Background Check
- In-Person Interview with Chrane Management Team in Houston (Phase 2)

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- Potential Second In-Person Interview with Chrane Management Team in DFW (Phase 2 Continued)
- Team Interaction and Activity Component – are you culturally the right fit for Chrane? – DFW or Houston Area (Phase 3)
- Chrane will cover all travel costs associated with the interview process. Applicants must “pass” each Phase prior to being invited on to the next Phase

Applicants, please send the following information to Jamie Guidry at jguidry@chranefs.com:

- Resume
- Cover letter
- Three professional references
- Any questions regarding the position
- Complete the employment application found online at:
<https://www.chranefs.com/careers#jobs>
- Incomplete information sent to Jamie Guidry may result in applicants not being considered for employment

Chrane Foodservice Solutions, LLC is a privately held, equal opportunity employer. Our Core Values provide the foundation from which we cherish all talents, skills and ideals that portray and make the communities we live and work in better.

For more information about Chrane Foodservice Solutions, LLC please contact Jamie Guidry at the email address above or visit www.chranefs.com.

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