



**KSI Supply, Inc.** *Supplying all of your forage storage needs*

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## Job Title: Controller

### About the KSI Companies

KSI is a family-owned and operated three-part entity consisting of KSI Supply, KSI Construction, and KSI Transit, with a fourth and separate entity, SJT Rentals. We have 55 employees and invoiced \$34 million in the 2025 calendar year. Our primary goal as a group is to continue to grow and increase efficiency by focusing on diversification and customer and employee satisfaction.

KSI Supply specializes in wholesale agricultural forage plastic sales through a dedicated Dealer & Distributor network across North America. We are expanding our reach with eCommerce sales and diversification into construction materials, greenhouse plastic, and forecasted boat film sales to extend seasonality.

KSI Construction specializes in agricultural, commercial, and residential construction in local and surrounding counties, including concrete, metal, and wood-frame building erection. We also offer equipment rentals to other local contractors, including (but not limited to) three truck cranes, a quad-axle dump truck, and a concrete conveyor.

KSI Transit is an over-the-road trucking company primarily hauling in-house materials for KSI Supply. We utilize our own Conestoga trailers for ease of unloading on site and book backhauls internally to capture additional revenue. During the off-season, we subcontract our full-time drivers with Franzen Trucking and GTS Trucking, who assist with year-round dispatching.

SJT Rentals is a fourth entity with multiple complexes owned by Scott & Janelle and currently managed by Patricia Schultz.

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### Position Overview

The Controller is responsible for managing the timely and accurate processing of accounts payable, accounts receivable, and job costing for all three entities. This role involves all Accounting and Human Resource duties and assists in Office Manager duties.

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### Job Responsibilities

**We expect this person to lead with integrity and by example, take initiative, and build a positive, productive workplace aligned with business goals.**

- Review and approve electronic payroll hours
- Process bi-weekly payroll, including payroll tax payments and quarterly and annual reporting
- Reconcile bank and general ledger accounts
- Post journal entries as required and maintain recurring entries
- Maintain fixed asset records, including tracking capital additions and disposals
- Coordinate depreciation calculations with outside accountants and maintain depreciation journal entries
- Manage the Project Billing Specialist and assist as needed
- Manage the AP/AR Specialist and assist as needed
- Assist in managing all other KSI personnel with the General Manager
- Serve as a link between management and employees, handling and mediating conflicts
- Manage disciplinary actions and terminations as needed
- Conduct the annual insurance review process
- Manage benefits packages, including insurance, 401(k) match, and vacation accruals
- Manage and approve vacation requests for all entities
- Manage and update company policies and the employee handbook to reflect current company needs
- Clearly communicate changes in policy to affected staff prior to the change taking effect
- Compose job descriptions and assist with recruitment and interviewing for all staffing needs
- Onboard all new hires, including reviewing the full benefits package

- Maintain employee files and prepare documentation for employee performance reviews
  - Assist in planning employee appreciation events, including birthdays, company parties, and employee gifts
  - Assist in shaping a positive work environment, promoting company values, and developing initiatives to boost morale
  - Assist in maintaining day-to-day IT operations, including software and equipment updates and data management
  - Complete OSHA reporting per incident and annually
  - Support continuous improvement efforts
  - Perform other projects and duties as assigned
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### **Qualifications & Requirements**

- Accounting degree required; bachelor's degree preferred
  - Minimum of four years of accounting experience required
  - Experience in HR and management preferred
  - Experience with sales tax management and reporting
  - Proficiency in Microsoft Office Suite and QuickBooks
  - Strong leadership, communication, and decision-making skills
  - Commitment to timeliness and leading by example
  - Personal qualities of integrity, initiative, and respect for others
  - Excellent organizational skills and attention to detail
  - Ability to work independently and as part of a team
  - Excellent verbal and written communication skills
  - Desire to learn and grow
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### **Compensation and Benefits**

#### **Salary: Open**

#### **Benefits include:**

- Medical, dental, and vision insurance
- 401(k) with company matching
- Six paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas
- Accrued paid time off:
  - 0–2 years of service: 5 days
  - 2–5 years of service: 10 days
  - 5–10 years of service: 15 days
  - 10+ years of service: 20 days

*Full days off require the use of 8 hours of vacation. Half days require a minimum of 4 hours. Remaining time may be flexed to avoid using PTO.*

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### **Job Type**

- Full-time, Monday–Friday
  - In-person
  - 7:30 a.m. – 4:00 p.m.
  - Anticipated 40–45 hours per week; may vary seasonally
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### **To apply:**

Please submit your resume to [Careers@KSI-Team.com](mailto:Careers@KSI-Team.com)