

CONTROLLER

General Overview of Duties & Responsibilities:

- The controller position is accountable for the accounting operations of the company, to include providing direction and control to the financial and accounting functions of the company by controlling the company's assets, participating in the formation and implementation of financial plans, furnishing account information for planning and control, and **providing general financial, accounting, and legal counsel on management decisions.**
- Participate, as a member of the executive group, in the strategic planning process and the formulation of company policy.

Specific Duties & Responsibilities

Personnel Management:

- Hire, develop, motivate, and review all subordinates in order to ensure effective and efficient accounting operations.
- Ensure that a high level of competency is developed and maintained by the accounting staff by providing appropriate training and by promoting attendance at appropriate educational programs.
- Conduct performance reviews and recommend salaries and salary adjustments for accounting staff.
- Provide direction, advice and assistance to accounting personnel.

Management

- Maintain a documented system of accounting policies and procedures.
- Manage outsourced functions as applicable.
- Participate in the development of specific financial profit and growth objectives for the company both for the short-term and long-term periods.
- Provide counsel with respect to the potential financial impact of major business decisions.
- Coordinate and direct the preparation of the operating plan and financial budget covering current and projected revenue, direct and overhead expenses, profits, and return on investment together with supporting analysis.
- Work with Human Resources (HR) to maintain and administer all employee benefit plans.
- Assist in developing and maintaining appropriate business relationships with the company's bankers, auditors, attorneys, insurers, subcontractors and suppliers.
- Participate in appropriate community activities to enhance the reputation and goodwill of the company.
- Undertake the duties and responsibilities of the role of Corporate Secretary.
- Maintain and administer all business insurance programs.
- Analyze, consolidate and direct all job cost accounting practices and ensures that project managers are trained and understand job cost accounting
- Undertake such other assignments as directed from time to time by the Board of Directors, CEO or President.

Transactions:

- Oversee the operation of the accounting department, including the ongoing evaluation and implementation of an organizational structure adequate for achieving the department's goals and objectives.
- Ensure that accounts payable are paid in a timely manner.
- Ensure that accounts receivable are collected promptly. Act as a coordinator with management and accounting to secure prompt payment from owners. Pursue collection of problem accounts as required.
- Maintain an orderly accounting filing system.
- Manage the payroll to ensure timely process
- Secure appropriate bonding and insurance as required by contracts.

Reporting:

- Issue timely and complete monthly financial statements.
- Recommend benchmarks against which to measure the performance of company operations.
- Calculate and issue financial and operating metrics.
- Supervise and monitor all accounting and reporting systems, procedures, practices, and systems of internal control to ensure soundness, timeliness, and accuracy of all financial and management information. Approve all changes to established procedures, systems, and routines.
- Review, control, and administer all contracts of the organization.
- Advise on the company's tax position and on the tax impact of alternative courses of action. Participate in the preparation of the timely filing of the company's tax returns.

Compliance:

- Ensure that the company is in compliance with all government programs, including EEO, OSHA, and EPA in coordination with the President and various departments.
- Supervise and be responsible for all legal matters of the company. Coordinate all legal activities among attorneys, managers, and President.
- Provide professional advice and counsel, as required, to all company managers.
- Oversee the annual CPA review, stock valuation process & administration of ESOP matters via hired consultants
- Oversee 401k and ESOP stock plan administrators and plan execution.
- Comply with local, state and federal government reporting requirements and tax filings.

Knowledge, Skills & Abilities

- **Bachelor's degree or M.B.A. in Accounting, Finance or Business Administration or equivalent business experience.**
- **Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.**
- **Minimum of 7 years accounting experience in a construction company with a minimum of 3 years as either a Controller or managing the project accounting function**
- Experience working in ESOP environments or having demonstrated experience with ESOP organizations would be beneficial.

- Strong Excel skills
- Experience with Timberline accounting software or similar construction accounting applications
- Strong oral and written communication, problem-solving and leadership skills
- Extremely organized, detail-oriented and able to manage multiple projects simultaneously
- Experience with report writing tools (i.e.-Crystal Reports)

Physical Demands

- Must be able to utilize a computer to perform data entry, word processing, and spreadsheet operations.
- Must be able to communicate effectively with management, staff, and outside entities.
- Will be required to safely walk, stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, see and hear.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- While performing the duties of this job, the employee may be exposed to outside weather conditions at job sites, including wet and/or humid conditions, cold, and heat. For renovation work, hazardous material or conditions may be present in the existing building. The noise level at these sites may be unusually loud at times. Job sites are typically dusty.

Experience:

- Accounting: 8 years (Preferred)
- controller: 4 years (Preferred)

License:

- A valid CPA CMA or other related accounting designation (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Signing bonus
- Paid time off
- Flexible schedule
- Parental leave

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- Innovative -- innovative and risk-taking
- Stable -- traditional, stable, strong processes
- People-oriented -- supportive and fairness-focused

- Team-oriented -- cooperative and collaborative

Compensation: \$110,000.00 to \$125,000.00 /year + Bonus Eligible