

Controller Job Description

REPORTS TO: Company President

SUMMARY The controller of the Company is the person who has the primary responsibility of producing periodic financial statements both for internal use as a tool to better run the business as well as to provide to the outside accountants for review.

DUTIES AND RESPONSIBILITIES

- Reconcile all balance sheet accounts and provide detailed backup as necessary.
- Ensure monthly accruals are accurate
- Participate in the creation of an annual budget and monitor profit target as well as spending targets
- Monitor production efficiencies on jobs and ensure ownership is aware of problem projects
- Monitor accounts receivable billings and collections
- Produce financial statements monthly
- Ensure accurate job costing reports are produced on a timely basis
- Act as the liaison between the outside accountants and ownership
- Act as the liaison between the bank and ownership
- Manage office personnel
- Produce required management reports as required (IE. Flash Report, labor analysis, various financial reports)
- Have an overall understanding of all functions in the office so as to ensure proper back up and training are available when necessary
- Have an overall understanding of the various functions that affect the general ledger and financial statements
- Represent the accounting department in management meetings and provide essential information as it relates to financial input required to make good business decisions
- Operate as the local expert relative to Foundations or whatever software the company chooses to use
- Act as the local expert as to the report writer in the software

Requirements and Qualifications:

- Undergraduate or Associates Degree in Accounting or commensurate experience
- 5 years bookkeeping/assistant controller experience in a construction environment including Job Costing
- Working knowledge of Foundations

- Ability to communicate with personnel at all levels of the organization
- Working knowledge of Microsoft Office with a high level of fluency in Excel
- Ability to work independently without significant supervision

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee sits, stands, and uses hands, arms and fingers to perform routine tasks. Normal vision and hearing is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the **Controller's** time is spent in the office, occasionally in the warehouse in researching an issue.

REPORTING TO THIS POSITION

Payroll Specialist

AP Specialist

Inventory Specialist

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts and conversions.
- Ability to work with statistical data and apply concepts such as whole numbers and fractions, ratios and proportions and work with measurement devices.
- Ability to work with and convert units of production and convert those units to dollars.
- Ability to accurately identify and analyze trends.
- Ability to understand requests for proposals and convert those requests into the terms, standards and units of production and measurement utilized within the organization.

REASONING ABILITY:

- Ability to handle multiple and changing priorities concurrently.
- Ability to work with practical problems and deal with a variety of variables.

- Ability to interpret instructions furnished in written, oral, diagram or schedule form.
- Ability to direct the emphasis and direction of others and groups in an orderly and professional fashion.
- Ability to identify critical issues and recommend appropriate solutions in a timely manner.

AUTHORITY

The **Controller** has the authority to fulfill the duties and responsibilities outlined above and any other authority that may be granted by the **President of the Company**.

EMPLOYEE ACKNOWLEDGMENT

This is not an exhaustive list of responsibilities, skills, duties, requirements, effort, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current position, the company reserves the right to revise the functions and duties of the job or to increase or decrease the scope of responsibilities of the position when circumstances dictate, as determined by the President.

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.