

## **CFO Job Posting**

Athens based Construction/Development Company seeks an experienced CFO to manage financial transactions for the company. The CFO is responsible for facilitating and overseeing the processing of company bills, creating monthly financial reports, maintaining accounting records, and creating and utilizing controls and budgets to help guide financial decisions for the company. Must be motivated and able to work in a fast-paced environment. Please provide references.

### **Responsibilities:**

- Monthly and Year-End close out
- Monthly and Year-End Financial Statement Preparation
- General Ledger Accounting
- Accounts Receivable oversight
- Accounts Payable oversight
- Payroll Oversight
- Provide President with timely key operational data
- Establish and Maintain internal controls

### **Job Requirements:**

- 7+ years of relevant CFO experience
- Bachelor in Accounting or Finance – CPA, MBA or MAcc preferred
- Experience in financial statement preparation and analysis, payroll, work in process accounting, financial forecasting, budgeting and cost control (Cash Flow Management)
- Provide Strategic Financial Leadership
- Problem solver
- Self-Starter
- Highly Organized and detail oriented
- Professional/Effective Communication skills
- Ability to manage A/R and A/P cycles
- Microsoft Office Proficiency
- QuickBooks Proficiency
- Experience with construction specific accounting software preferred