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**Chief Financial Officer**

**Organization:** Sheridan Construction is a 100% ESOP company that has been a Construction Manager and General Contractor successfully for over 68 years. We operate throughout the state of Georgia with our office located in historic Macon. We specialize in commercial and industrial construction services with the majority of our work being with repeat or referred customers.

**Job Summary:** As a fundamental member of the Executive Management Team, the CFO will report to the President. The CFO will also assume a strategic role in the overall management of the company. The CFO has the crucial day-to-day responsibility for planning, implementing, managing and controlling all financial related company activities. This includes, but is not limited to accounting, finance, forecasting, planning, job costing, legal, property management, deal analysis and negotiations, company relationships and compliance.

**Responsibilities:**

* Work with CPA to create and analyze financial statements using the budget and previous year activity to ensure all information is accounted for and financial statements are accurate.
* Ensure all financial activities in full compliance with all local, state and federal taxation and are done accurately and timely on a monthly, quarterly and annual basis. (Vehicle Mileage Reports; Bank Statements; Plotter Usage Reports)
* Fixed assets and record depreciation
* Risk management for all required insurance coverages
* Monthly billings, Boeing billings and work in progress (WIP) reporting
* Reconcile petty cash
* Manage surety / bonding relationship and compliance for the company
* Work with third-party ESOP administrator.
* Manage Accounting Department (3 individuals) to ensure work is completed accurately and timely.
* Work with Accounting Department to maintain and improve systems and procedures including payroll, payables, financial reporting and analysis.
* Liaison with auditors, CPA and IRS.
* Provide recommendations to improve operating efficiency and internal controls.
* Coordination of various business activities relating to employees, customers, auditors, banks, etc.
* Actively participate in industry, client and company events to enhance company image.
* Manage accounting software: Updates, new / old users, licenses, etc.
* Adhere to strict confidentiality policies due to nature of financial data.
* Additional duties or special projects as assigned by the President.

**Qualifications / Requirements:**

* BS in Accounting and/or Finance, MBA and/or CPA
* 10+ years’ experience preferably in general contracting, construction management and/or property management industry.
* Solid number of years of experience handling construction projects $5 million or greater.
* Experience with handling billing requirements for GSFIC, BOR and E-Builder projects is a plus.

**Other Skills / Personal Attributes:**

* Windows PC Proficiency is essential and a strong working knowledge of Timberline (Sage 300) and Microsoft Office (Excel) is preferred.
* Detail-oriented with the ability to multi-task and maintain that strong attention to detail.
* Excellent prioritization and time management skills with the ability to evaluate and direct workflow.
* Great critical and analytical thinking skills.
* Good interpersonal, written and verbal skills to communicate inside and outside the company.
* Highly motivated, dependable with a strong work ethic.

**Send your resume to:** Christy Kovac, President Christy.Kovac@chrisrsheridan.com