**Purpose:** Maintain overall office operations by overseeing accounting, human resources, and information technology. Success will be measured via accurate financial reporting, effective cost saving measures, HR legal compliance, and successfully leveraging technology in order to improve company profitability and efficiency.

**Job Duties:**

* Work closely with the President to provide monthly and quarterly financial updates on company profitability. This will be done primarily by updating the Work-In-Progress report as well as preparing financial statements.
* Work with project managers on a monthly basis to send out billings
* Monthly review the company’s books to ensure completeness and accuracy of accounting
* Weekly review Business Operations Assistant’s work for completeness and accuracy
* Regularly review contracts and expenditures to spot cost saving opportunities
* Work with CPA firm to oversee annual review and preparation of tax return
* Oversee human resources to ensure employees are well cared for and the company is legally compliant
* Work with managers to advertise for open positions, review resumes, and interview candidates
* Oversee all IT functions of the company to ensure all hardware & software systems are running smoothly and the company is leveraging technology to the fullest extent
* Report to company President
* Manage all non-construction personnel
* Serve as a member of Senior Management staff group

**Skills/Qualifications:**

* Bachelor’s Degree in Accounting or Business Administration
* CPA license is preferred
* 5+ years of relevant experience in accounting, HR, or management
* Construction industry experience is preferred
* Advanced technology skills
* Ability to critically evaluate and recommend improvements to processes or situations
* Ability to handle unexpected situations and independently problem solve
* Articulate and confident communication skills, both written and verbal
* Advanced proficiency with Microsoft Office
* Proficient with construction job costing software (experience with Viewpoint Vista is a plus)

**Benefits:**

* Health & dental insurance
* 401(k) plan with employer match
* Tuition reimbursement opportunities
* Paid time off & paid holidays
* Company phone
* Access to company vehicles for business travel
* Complimentary gym membership
* Employee referral bonus program
* Company charitable giving match

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