**CFO Job Description**

**Job Title:** Chief Financial Officer

**Department:** Accounting

**Direct Report:** Bill Musgrave CEO/President

**Revenue 2017:** Electrical $90M, Low Voltage $25M (via Shared Services)

**Contact:** [**wmusgrave@mcmillanco.com**](mailto:wmusgrave@mcmillanco.com)

McMillan Electric is a successful and profitable, full service Electrical Contractor, established in 1965.

Through strategic growth, diversification and a 2007 change in leadership, McMillan has grown from $45M (2007) to over $100M (2017) in revenue. Currently staffed with 55 office employees and 250 field (union) employees. The Leadership, vision and support of CEO are healthy and strong. Division Managers and Project Management are operating at a highly successful level. The client base, reputation, backlog and financials are equally as strong and promising for a successful future.

As this is a personal and intimate role to fill, it is our intent to find our new CFO through a referral from our network. We continue to grow in excess of $100M while maintaining our most valuable asset, our culture. We offer an inclusive, exciting, fun and autonomous environment where one can thrive personally and professionally. McMillan Electric is a place where people are fulfilled, loyal and committed to the success of the business, personal growth, accountability, working hard and having fun. They are proud, protective of our culture, and excited to welcome the next member to our team!

The chosen candidate will be responsible for a leadership role in managing the financial department, providing strategic input to senior management and assisting the CEO with financial direction, support and decision-making. The successful CFO will play a key role in managing, developing and implementing financial procedures to maintain and improve upon the financial health of our firm. This is a hands-on CFO position that requires a strong and communicative relationship with the CEO. You will balance strategic accounts, manage Shared Services (sold to internal Low Voltage divisions) and make AJE’s.

**Responsibilities & Basic Duties:**

Execute the financial strategy of the company   
Manage financial controls and accounting procedures  
Produce monthly financial reporting package(s) for management within 10 business days of ME  
Work with Project Managers and hold them accountable for monthly WIP review and reporting

Oversee Human Resource procedures including payroll, benefits programs and compliance  
Ensure that record keeping meets the requirements of auditors and government agencies

Coordinate and produce all tax documentation and maintain CPA relationship  
Ensure that the company complies with all legal and regulatory requirements

Ensure full transparency over the financial performance of the company(s)  
Effectively and clearly communicate potential risks and exposure in a timely manner  
Propose action plans to ensure that annual financial objectives are attained  
Maintain all insurance coverages, relationships, audits and renewals

Provide reliable support, advice and guidance to CEO and ownership

Assist Shared Service executives as appropriate  
Maintain speed and accuracy of billings and client payments   
Conduct monthly WIP reviews with Project Management

Cash management and forecasting

Improve upon existing process and procedures

Maintain all banking and bonding relationships

Manage and improve average AR days outstanding

Learn and maintain *Power User Status* of ERP systems

Report all pertinent WIP, HR, etc. information to CEO

Proficient in financial dashboards, presentation and reporting

Honesty, integrity and good communication are required at all times

**Qualifications and Skills:**

Bachelor’s Degree in Accounting

5+ years in a senior management accounting position  
Results-oriented, strategic thinker/planner and problem solver

Exceptional communication and management skills   
Viewpoint Vista experience a plus

Creative, Curious, Supportive

Fluent in Contract language

Strong ERP software skills

Advanced computer skills  
Contract Law experience

**Compensation:**

Competitive base salary

Performance bonus (discretionary)

401k match – up to 5% (in addition to PS)

Profit Sharing 401k contribution (at executive level)

Family Health Care insurance (paid 100%)

Life & Permanent Disability Insurance

Contact: Bill Musgrave