DDM Construction is currently looking for a highly motivated experienced Financial Controller to join our team.

DDM Construction Corp. is a growing Heavy Civil Construction Contractor over 26 years in business. We live and work by the words “building with integrity,” and we take pride in the quality and effort our team puts into every project we take on. As we continue to grow, we strive to build a team of talented, hardworking, and honest individuals that push for collaboration, safety, quality, new ideas, and aren’t afraid of taking on new challenges.

The Financial Controller will report the company President and will be responsible for managing the companies Accounting, Finance, Payroll and HR functions.

Job Responsibilities:

* Supervise accounting, HR, and administrative personnel.
* Oversee the timely and accurate preparation of accounts receivable progress billing submitted by the project managers.
* Review accounts receivable, aging reports and assist with direct reports and project management for collections.
* Supervise the payment process to vendors and subcontractors and confirm lien waivers are properly collected.
* Prepare cash flow projections and manage cash flow continuously.
* Review and monitor the preparation of weekly payroll.
* Manage IT related issues in partnership with 3rd party IT support.
* Ensure that financial statements are prepared timely and in compliance with US GAAP monthly.
* Create budgets with ownership and manage budgets to ensure fiscal health and responsibility of the company.
* Oversee the monthly job cost report process with the President and project managers for use in creating and updating contract schedules and updated work in progress reports.
* Meet with the company’s banker and bonding company to review financial results and forecasts.
* Responsible for the review and procurement of the business and health insurance programs.
* Participate in the on-going strategic planning with the company leadership team. Perform due diligence and create projections with different scenarios on growth opportunities as needed.
* Prepare the annual financial budget and update the forecasts on a quarterly basis.
* Responsible for working with the company’s CPA on financial audits.
* Coordinate with outside CPAs on preparation of federal, state and local tax returns.
* Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting.
* Protect assets by establishing, monitoring, and enforcing internal controls.
* Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
* Qualifications
* Bachelor’s Degree in accounting.
* 7+ years of construction accounting experience.
* Public accounting experience preferred.
* Experience with job cost accounting.
* Proficient knowledge of U.S. GAAP.
* Strong Microsoft Office skills in Excel and Word.
* Experience with ComputerEase ERP Software is preferred.
* Strong interpersonal skills and excellent judgement to handle sensitive and confidential information and interactions.
* Strong leadership, communication, and work ethic.
* Deadline oriented self-starter with the ability to move projects forward.
* Meticulous attention to details and accuracy.
* Ability to work well with a team in a fast-paced environment.