



POSITION DESCRIPTION - "FINANCE MANAGER"

Education:

- Bachelor's Degree (B.A.) or equivalent in business, finance or related field.

Experience:

- 5+ years of broad and varied experience as an accounting professional, related industry experience a plus.

Reports to:

- Directly to Vice President of Business Operations, indirectly to Vice President of Professional Services and President. Works in coordination with Area Managers.

Role:

- Support ALLWEST's growth strategy through accounting and financial activities.
- Coordinate with Area Managers and Executive Management for accounting activities, processes, and status.
- Manage financial duties and support the financial management of the company.

Duties:

- Creates and maintains a series of financial controls and procedures for the finance department.
- Oversee and take responsibility for all financial procedures.
- Provide relevant financial information to executive management team.
- Preparation of company financial statements and month end, year end closing activities.
- Perform balance sheet account reconciliation.
- Coordinate the preparation of company budgets and provide regular audits and review.
- Prepare and manage company taxes.
- Provide project reporting, job costings and recommendations.
- Responsible for processing of company loans and financing.
- Responsible for company financial audits.
- Oversee reporting for agencies (such as ITD, WSDOT, others).
- Responsible for coordination of company ESOP reporting.
- Manage the financial processes and procedures of the company ERP.

Required Knowledge, Experience and Skills:

- Thorough understanding of budgetary and accounting principles, practices, and policies.
- Ability to drive department change initiatives and manage company financial policies and procedures.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and ERP systems.
- Able to demonstrate excellent organization, time management and prioritization skills.
- Ability to work with all levels of the organization while fostering positive relationships.
- Effective managerial skills with the ability to work collaboratively using a positive interpersonal style.
- Commitment to a team problem solving approach in support of change initiatives.
- Desire to grow professionally.