



Controller

The Controller will be responsible for the overseeing the accounting functions of the company and will report to the President. Must be able to roll up sleeves and perform accounting activities relating to the general ledger, billing, prepare financial and management reports monthly and provide operational support. Ensures the department's primary function of timely and accurate internal and external financial statements. Supervise the operation of the accounting systems with responsibility for the quality and quantity of work performed. Oversee the annual audit and manage the relationship with the external auditors. Manage the surety relationship.

The essential job functions below are intended to describe the general nature and level of work being performed by individuals assigned to this job. The stated job functions are not intended to be construed as an exhaustive list of all job responsibilities, duties and skills required.

- Prepares monthly journal entries to ensure completeness and accuracy.
- Prepares and/or reviews monthly reconciliations and support of balance sheet accounts ensuring timely and accurate completion.
- Supervises the gathering of data to prepare monthly journal entries and financial statements.
- Oversee monthly job cost reviews with project managers and prepares work in progress report.
- Ensure accuracy of job costs and oversee project management in system.
- Support and provide reports and information needed during the annual external financial audit.
- Researches the initial determination and drafts standardized documentation of the proper accounting treatment for unique transactions. Consult with audit partner if needed.
- Communicate relevant financial information in a timely fashion to management.
- Prepare the annual profit projection and budget.
- Supervise accounts payable staff ensuring they are given opportunity to develop their talents.
- Performs other duties as assigned or requested

Skills and Education Required

Core Competency Requirements:

Communication - Communicates and responds openly and in a timely way. Listens to understand. Speaks and writes clearly. Shares information appropriately and keeps others well informed.



Adaptability/Flexibility - Deals effectively with change and uncertainty. Copes well with stress and pressure. Is patient. Maintains a positive outlook. Deals constructively with mistakes and setbacks. Looks for ways to help the organization.

Teamwork - Works together with other staff to achieve successful outcomes. Seeks input from others and builds relationships. Supports others to achieve success.

Education: Bachelor of Business - Accounting preferred

License/certification: CPA or CCIFP preferred but not required.

Experience: Minimum of 3-5 years in similar role with construction company