Controller

Employer Information

|  |  |
| --- | --- |
| **Organization Name:** | SonRay Construction |
| **Website:** | www.sonrayserviceteam.com |
| **Division:** | Corporate |
| **Job Location:** | Rocklin, CA-95677 |
| **Hours/Week:** | 40 |

Job Purpose

|  |
| --- |
| This position is accountable for the accounting operations of the company and management of the accounting department. |

Management Transactions

* Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
* Responsible for recruiting, selecting, orienting, and training employees.
* Provide coaching, counselling, and disciplining to accounting team.
* Develop and manage financial controls in accordance with the company’s procedures.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

Transactions

* Ensure that accounts payable are paid in a timely manner.
* Ensure that all reasonable discounts are taken on accounts payable.
* Ensure that accounts receivable are collected promptly.
* Process payroll in a timely manner.
* Ensure that monthly bank reconciliations are completed.
* Ensure that required debt payments are made on a timely basis.
* Maintain the chart of accounts.
* Maintain an orderly accounting filing system.
* Maintain a system of controls over accounting transactions and enforces a documented system of accounting policies and procedures.
* Maintain spreadsheets utilized by the accounting department.
* Maintain and update Excel-based financial database for department level and other reporting.

Reporting

Transactions

Transactions

* Reporting Issue timely and complete monthly, quarterly, and yearly financial statements for each company and related divisions.
* Ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.
* Recommend benchmarks against which to measure the performance of company operations.
* Calculate and issue financial and operating metrics.
* Manage the production of the annual budget and forecasts.
* Calculate variances from the budget and report significant issues to management.
* Provide for a system of management cost reports.
* Communicate financial performance to senior management.
* Protect operations by keeping financial information and plans confidential.

Compliance

* Coordinate the provision of information to external auditors, CPA, and lenders.
* Monitor debt levels and compliance with debt covenants.
* Comply with local, state, and federal government reporting requirements and tax filings Controller Skills and Qualifications

Controller Skills

* Managing Processes
* Financial Software
* Developing Standards
* Audit, Accounting
* Corporate Finance
* Tracking Budget Expenses
* Financial Skills
* Analyze Information
* Developing Budgets
* Performance Management
* Strong Interpersonal and Communication Skills
* Analytical and Organizational skills
* Self-motivated and Self-directed
* Strong Excel Skills

Qualifications

* Bachelor’s degree in accounting or business administration, or equivalent business experience
* 10+ years of accounting experience in a senior accounting or financial management role
* Work history for a major company or division of a large corporation
* CPA or CMA is a plus

Benefits

* Medical, Dental & Life insurance
* 401k with matching
* PTO
* Paid holidays

This position reports to the CFO and will supervise all accounting staff.

Compensation depends on experience