

JOB TITLE: Controller
REPORTS TO: President
EXEMPTION STATUS: Exempt
GRADE/SALARY:
DEPARTMENT:
LAST UPDATED: November 4, 2010

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Controller of _____.

BASIC FUNCTION

The basic function of the Controller is to manage, supervise and complete the daily and monthly accounting of the Accounting division.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Review account reconciliation prior to issuance of monthly financials.
- Comprise a one to two page monthly memo including analysis as well as the copy of reports to the President by the 20th of the month.
- Establish annually, the burden calculation to be used as of each Calendar Year.
- Prepare fiscal year-end tax work papers by deadline.
- Review job buyouts monthly with Project Managers.
- Maintain proper sales tax compliance and procedures.
- Prepare annual _____ plan.
- Manage capital expenditures and operating budgets.
- Manage Master Builder software operations and upgrades.
- Create job numbers.
- Compiling a procedure manual and update forms as needed.
- Prepare quarterly projections (June and September).
- Coordinate annual audit.
- Create client billings and affidavits/waivers on a monthly basis.
- Monitor document imaging processes.
- Assess and monitor financial impact of pending litigation.
- Ensure contract compliance with respect to accounting.
- Manage cash flow to maximize collections, minimize line usage, and take all cash discounts 1%/10 or better, maintain accounts payable terms to preserve vendor relationships, pricing terms and reputation.
- Responsible for upholding the values and mission of _____.
- Supervise compliance with company's standard contract and subcontract policies.
- Prepare and conduct performance evaluations jointly with Human Resources as required.

- Coach and assist associates in their career development to build skill levels within their position.
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Follow company policies and procedures.
- Perform job in a professional manner (appearance, language, behavior).
- Upholds the values and missions of _____.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EDUCATION

- Required: Bachelors Degree in Accounting

LICENSING/REGISTRATION/CERTIFICATION

- Required: Valid Driver's License

EXPERIENCE

- Required: Minimum of 2 years experience in Cost and General Ledger Accounting and 2 years experience in Systems Operations.
- Required: Experience in preparing and analyzing financial budgets.

SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of the general construction industry and the sub trades.
- Understanding of construction estimating techniques and standards.
- Ability to communicate with all levels within the company.
- Ability to make decisions based on an overall long-term view of the situation.
- Ability to coordinate and analyze the various activities of the division and to provide accurate cost analysis to the division.
- Ability to perform tasks and follow directions assigned by the President accurately and within the specified timeframe.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to meet deadlines.
- Ability to work in stressful situations.
- Knowledge of Master Builder (or equivalent applications).
- Knowledge of Microsoft Office Applications.
- Excellent written and verbal communication skills.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Controller's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the Controller's job, the associate is required to talk, hear, and see. The associate is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The associate is occasionally required to stand, walk, reach with arms and hands, and to stoop, kneel, or crouch. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Controller will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

The work environment is a typical office setting.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Controller's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.