



Controller

Job Summary

The Controller is an integral member of the Operations team responsible for developing and directing the organization's financial and accounting practices, policies, and procedures. The Controller is responsible for the financial planning, budget forecasting and reporting on metrics to optimize growth. This position oversees daily accounting operations, conducts financial data analysis, and prepares/presents financial reports.

Essential Functions

Accounting Operations

- Oversees all sides of accounting operations, including payables, receivables, general ledger, payroll, and audit and tax preparation.
- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Oversees the production of monthly and year-end financial reports; ensures that the reported results comply with generally accepted accounting principles (GAAP).
- Ensures timely and accurate preparation, analyses, summaries, and reports of financial data on the operating progress of the organization.
- Creates a reliable cash flow projection process and reporting structure that includes a minimum cash threshold to meet operational needs.
- Develops solutions and guides decision on cash management, loan repayments, and other long-term financing that has an impact on the company funds.
- Oversight of annual budgeting and business forecasting developed with input from business unit leaders.
- Routinely reviews revenue cycle metrics to identify and address issues affecting overall performance proactively.
- Participates and oversees annual financial reviews from outside CPA firms.
- Actively reviews the ESOP valuation and external financial statements.
- Oversees the organizations compliance with local and federal regulatory matters.
- Responsible for fixed asset management, setting amortization schedules, and capital expenditures.

Leadership

- Serves as the financial advisor to the President and business unit leaders to ensure the organization meets its revenue targets.
- Identifies key performance indicators for the organization's finances; assesses the organization's success and adjusts based on these metrics.
- As part of the executive team, coordinates the long-range plans of the organization, assesses the financial requirements implicit in these plans, and develops alternative ways in which financial requirements can be satisfied.
- Provides guidance and leadership to the Accounting Staff.
- Commitment to develop strong internal relationships with business unit leaders and external relationships with vendors and ESOP community.
- Participates in strategic planning process and other strategic decisions for the entire organization.

Administrative

- Collaborates with business unit leaders to identify and deliver the required administrative support to operations for the organization.
- Develops and implements the organization's annual budget.
- Understands, communicates, and enforces the organization's values, policies, guidelines, and practices.
- Contributes to continued growth of organization through team development, participation in the Executive Team discussions and Board of Directors decisions.
- Responsible for all business insurances such as vehicles, key man, work comp, E&O, liability.

- Performs other related duties as assigned.

Compliance

- Ensures all financial reports to outside advisors, government entities, staff and Board of Directors are completed on time and with accuracy.
- Key person to manage the ERP system (Deltek VantagePoint) and trains others on how best to use the data.

Non-Accounting Functions

- Asset management of fleet vehicles
- Back up to Payroll

Education and Experience

- Bachelor's degree in business or accounting (required)
- Minimum 5- 7 years' experience in a senior management role
- Has been with an Employee-Owned Company (ESOP) (preferred)
- Experience in Deltek Vantage Point or Vision (preferred) or a similar Project Management ERP system
- Experience in Engineering field preferred or similar billable hour accounting structure

Skills

- Extensive knowledge of generally accepted accounting principles
- Understanding of and ability to adhere to generally accepted accounting principles
- Highly proficient in accounting and tax preparation software
- Natural ability to collaborate well with others across the organization
- Strong analytical and organizational skills
- Exceptional attention to details
- Outstanding work ethic and ability to meet deadlines
- Excellent verbal and written communication skills
- Advanced or highly skilled in Excel spreadsheets
- Strong analytical and problem-solving skills, intellectual maturity, and relationship management skills