

# **FINANCIAL CONTROLLER**

## **A. SENIOR PURPOSE**

1. The purpose of this role is to provide oversight for all company financial matters and to serve as a strategic partner to the Executive Management team to achieve short and long term financial goals and objectives.

## **B. EXPERIENCE**

1. 3-5 years of relevant experience in the construction industry is required
2. A valid CPA CMA or other related accounting designation is preferred
3. Experience with Sage 300 (Timberline) or Intacct is preferred
4. CFMA and or CCIFP designation is preferred

## **C. SALARY RANGE**

1. \$110,000 to \$130,000 based upon experience

## **D. BENEFITS**

1. Health, Dental and Vision Insurance
2. 401K retirement plan with company matching contribution
3. Profit sharing
4. Paid time off and holidays

## **E. KEY RESULTS AREAS (KRAS)**

1. **Demonstrate Company Values and Culture**
  - a. Tasks
    - (1) Demonstrate a commitment to building strong internal and external relationships
    - (2) Exhibit an orientation toward a performance based culture and results
    - (3) Act with professionalism in all endeavors
    - (4) Strive for continuous improvements in all aspects of your job
    - (5) Actively engage in your industry and community

## 2. Risk Management

### a. Tasks

- (1) Determine adequate insurance coverage requirements.
- (2) Maintain relationships with insurance providers
- (3) Perform financial checks on potential and existing customers.

### b. Accountabilities

- (1) Annual executive review of insurance coverage and costs

## 3. Strategic Planning and Communication

### a. Tasks

- (1) With the executive team, develop long-term organizational goals and objectives
- (2) Set the vision and direction of the company's Treasury, Financial Planning, Risk Management, Financial Reporting & Compliance, Banking/Bonding Relations, and Tax functions
- (3) Keeps executive leadership informed on key issues such as depreciation, retirement plan management, lease accounting rules, health care reform, etc.
- (4) Prepares monthly, quarterly and annual executive summary financial statement analysis
- (5) Participates in management, board, bonding, bank and investor meetings, and interaction with all levels of company personnel

### b. Accountability

- (1) Prior to annual review, solicit feedback from executive team on efficacy of financial planning and communication

## 4. Supervision and Leadership

### a. Tasks

- (1) Provide supervision and leadership to all fiscal and accounting staff including AP, AR, and Payroll.
- (2) Provide ongoing training, mentoring, and feedback to ensure the highest levels of performance

### b. Accountability

- (1) Annually, review accounting staff performance appraisals for quality and accuracy
- (2) Annually, conduct a 360 degree review

## 5. **Banking and Bonding**

### a. Tasks

- (1) Maintain a positive relationship with financial services providers
- (2) Keep abreast of all positive and negative developments that impact banking and bonding capabilities and relationships.
- (3) Develop and nurture secondary “fall back” relationships with alternate provider of financial services
- (4) Provide timely, accurate information as required

## 6. **Financial Management**

### a. Tasks

- (1) Provide timely financial reporting each month
- (2) Consolidate monthly WIP projections and review with operations
- (3) Provide accurate and conservative financial forecasting.
- (4) Prepare reconciliation of all financial related documents – bank statements, month end closing, etc.

### b. Accountability

- (1) Each month, review financial reports for accuracy and completeness

## 7. **Cash Flow**

### a. Tasks

- (1) Provide on-going cash projections (3-month)
- (2) Oversee and manage project billing process, working with PMs to ensure consistent overbillings and timely submission of progress payment requests
- (3) Develop and implement an escalation process to resolve accounts receivable issues
- (4) Develop and implement a consistent methodology for issuing lien releases and filing liens when necessary

(5) Provide input to executive team on contractual payment terms & conditions and retention levels

b. Accountability

(1) Net DSO of 55 days or less

(2) Consistent improvement each year in cash flow results

(3) No losses as a result of failure to lien

**8. Budgeting**

a. Tasks

(1) Develop operating budgets linked to strategic plan and sales forecast

(2) Oversee accurate updating of job cost level project budgets and forecasting

(3) Assist Executive Management Team in developing overhead budget

(4) Monitor monthly overhead expenditures in relation to budget

b. Accountability

(1) Variance from monthly operating budget measured and tracked

(2) Positive billings versus cost for equipment, labor, IT, etc.

**9. Payroll**

a. Tasks

(1) Oversee time card entry and payment distribution process

(2) Oversee timely reporting and payment of all employee benefits and payroll taxes

(3) Oversee Certified Payroll and Sub-Certified Payroll Requirements

b. Accountability

(1) Minimal recoding of time entries

(2) 0 instances of time card fraud

(3) All payroll and benefit reporting are made within the appropriate deadlines

**10. Training and Development**

a. Tasks

- (1) Provide financial training for non-financial managers on the following topics
    - (a) Understanding job cost
    - (b) Use of earned value to recognize revenue and profit
    - (c) Accurate project forecasting
    - (d) Cash flow
  - (2) Convert complex financial data into useful information through use of graphs, charts and other visual aids.
- b. Accountability
- (1) Jobs write downs and potential write-ups identified early.
  - (2) Project forecasting accurate within +/- 3%

## 11. Process Compliance

- a. Tasks
- (1) Demonstrate consistent application and high quality outcomes of critical accounting tools & software
  - (2) Measure and report on process compliance metrics related to financial management including:
    - (a) Project budget submission
    - (b) Change order tracking
    - (c) WIP and forecasting
    - (d) Develop links and user interface for project financial information so that it can be readily accessed and used by operations and project management

b. Accountability

- (1) Process compliance measured and reported on a monthly basis

**12. Tax Planning and Reporting**

a. Tasks

- (1) Identify various tax planning opportunities and strategies yearly based on current regulations (i.e., cost segregation studies, R&D tax credits, energy tax credits, change in accounting method, sales & use tax)
- (2) Meet with tax planning advisors and Executive Management Team to develop tax savings strategies.
- (3) Prepare all sales, use and payroll tax returns for completeness and accuracy
- (4) Ensure all required federal, state and local tax deposits and filings are made within the appropriate deadlines

b. Accountabilities

- (1) Annual plan developed that is implemented throughout the year.
- (2) All tax reporting and deposits are made within the appropriate deadlines

**13. Key Issues**

a. Tasks

- (1) Identify and educate executive management on key issues affecting the business including:
  - (a) Depreciation
  - (b) Lease accounting rules
  - (c) Retirement account reform developments