

## Senior Controller

### **About us**

The pride of our company is our people. Their skills and dedication to safety, integrity, innovation and quality are what makes us successful. Which is why, when it comes to our employees, we are committed to providing career opportunities designed with them in mind.

We achieve this through our unwavering commitment to building quality relationships with our employees, customers, vendors, subcontractors and the communities in which we live and work. We specialize in the erection of wind turbines and steel highway bridges and overpasses, plus we have heavy haul capabilities for transportation of heavy machinery.

### **The big picture**

Olsen-Beal Associates is seeking a Senior Controller. This position will be responsible for managing and performing the day to day accounting functions, including leading a team of two, organizing and maintaining accurate financial records, monitoring the company's profitability, ensuring timely and accurate financial reporting, and making sure that the company has established and maintains an effective set of internal accounting controls, accounting principles and procedures.

### **What you will be doing**

- **Responsible for leading and performing the accounting operations of the company including accounts payable, accounts receivable, and payroll**
  - Lead the formation and implementation of company financial plans, including budgeting
  - Manage company and project cash flow
  - Oversee accounts payable, accounts receivable, and payroll functions, including union dues and other union related responsibilities.
  - Develop written accounting procedures for the team and ensure proper implementation and compliance.
  - Analyze and reconcile various general ledger accounts and correct entries as needed
  - Responsible for management of insurance and risk management plans and procedures.
  - Take on additional tasks as requested
- **Job Costing/Profitability**
  - Set up, manage and assist with project specific financials including contracts, subcontracts, change orders
  - Communicate routinely with project managers and site superintendents on a variety of job-related financial topics ensuring compliance with accounting procedures including job cost estimates and weekly review of reports, job cost recording and documentation, bonding, insurance, etc.
  - Support project audits
- **Financial reporting, analyzing and forecasting**
  - Provide reporting and budgeting as required by Senior Management.
  - Prepare and file necessary reports and returns to ensure compliance with federal and state regulations
    - Create and review all monthly/quarterly/annual sales and use tax returns and direct correcting entries as needed

- Handle Union payroll and reporting responsibilities as needed
  - Handle monthly, quarterly and annual closings
- Provide regular forecasting of the company's financial condition and financing requirements and periodically compare these forecasts to actual conditions.
- Participate in financial standards setting
- Prepare special reports by collecting, analyzing and summarizing information and trends
- Oversee external and internal audits
- **Keep abreast of standards in the accounting field and act as a subject matter expert**
  - Maintain the knowledge necessary to develop department goals, programs, and retain professional competence
  - Research state sales and use, gross receipts and other tax regulations Participate in department projects and company initiatives as required
  - Implement best practices and ensure compliance with GAAP principles
- **Provide leadership to finance team**
  - Develops a high performance, customer-oriented work team, through hiring, motivating, coaching, appraising, rewarding & disciplining, and addressing complaints and resolving issues related to staff.
  - Leads and manages activities through employees and/or hired firms.
  - Conduct employee assessment, review and feedback as needed and on a semi-annual basis to provide mentoring, coaching and rewards for continued employee development.
- **Build relationships and personify company culture**
  - Daily, set exemplary standards of ethics and stewardship of company resources, function as a team player and help maintain trust and communication.
  - Strives to exhibit and apply company values to all interactions and build/maintain relationships with company stakeholders (employees, clients, subcontractors, community members, regulatory bodies, etc.).
  - Develop and maintain relationships with key partners including banks, bonding and title companies, insurance, etc. that will support and grow the business

### **Required qualifications**

- Bachelors degree in Accounting
- Minimum of 15 years of experience
- Experience in construction industry
- Strong interpersonal, team building, communication, problem solving, planning and leadership skills.
- Detail orientated with the ability and organization to manage multiple project tasks.
- Strong computer skills, proficiency in MS Office applications
- Current driver's license

### **Preferred qualifications**

- CPA
- Experience in Sage, Computer Ease, HCSS

### **Benefits:**

- A comprehensive benefit package and competitive compensation is available for this position.