



Assistant Controller

The Assistant Controller plays a pivotal role in the financial operations of our company, focusing on the recognition of revenue, cost, and profit of our construction projects as well as ensuring the financial compliance and reporting of WIP, inventory, fixed assets, and other assets. The position interacts heavily with project managers, external clients, contractors, and project owners to accurately manage project financials. The Assistant Controller also works with the Controller, CFO, and Vice Presidents to support the accounting department's contribution towards the company's strategic initiatives.

Essential Functions

The Assistant Controller performs a variety of accounting functions in our accounting department, including the following:

- Oversee project accounting to ensure accurate tracking of costs and revenues, including invoices and cash disbursements.
- Prepare and present accurate monthly Job Cost Analysis reports to CFO, VPs, and President.
- Effectively communicate with Project Managers (PMs) regarding contract documents, change orders, and other billing modifications, approvals, and any additional services related to billings.
- Prepare and send invoice packages for all billable projects.
- Maintain compliance with contractors' financial prequalification requirements.
- Assist with financial reporting and analysis, with an emphasis on WIP reporting.
- Ensure compliance with accounting standards and internal controls.
- Participate in evaluation and implementation of software to support operations objectives.



- Track fixed assets and equipment, including asset acquisitions, disposals, and depreciation expense.
- Maintain accurate records of our inventory, including purchases, transfers, and consumption of materials in connection with our construction projects.
- Comply with and file federal, state, and city annual reporting requirements, including franchise, income, and sales tax
- Analyze applicable financial records for accuracy, efficiency, and financial risk.
- Identify and track key performance indicators related to the functions described above, including opportunities for improving the aggregating and utilization of financial data.

Required Skills, Education or Experience

- Bachelor's degree in accounting or business required.
- Expert knowledge of accounting financial principles, regulations, and best practices.
- Construction company job cost accounting experience preferred. Minimum of 3-5 years experience.
- Experience with AIA billings in a construction environment preferred.
- Proficient with data analysis, critical thinking, and problem-solving.
- Strong written and verbal communication skills and strong organization skills.
- Ability to work independently, take initiatives, set priorities, and see projects through to completion.
- Proficient in basic office and accounting software programs.
- Collaboration and teamwork skills.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bending or standing on a stool as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Office hours are from 8 a.m. to 5 p.m. Evening and weekend work may be required as job duties demand.

Travel

Travel is not expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



Job Type: Full-time

Salary: \$85,000 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Experience level:

- 3-5 years

Schedule:

- 8-hour shift
- Day shift

Work Location:

- In person