



TITLE: Controller

JOB SUMMARY: The Controller is in charge of managing a team of financial professionals to complete all accounting and finance-related tasks including reporting, accounting, daily operations, and monthly operation results. They oversee the correct reporting of accounts receivable and deposits as well as establishing operating cost and expenditure procedures. The Controller ensures the company is in line with government regulations and handles company taxes and interactions with governmental agencies.

REPORTING:

- Reports to CFO
- Direct Reports: Accounting Coordinator
- Indirect Reports: Senior Accountant

KEY PERFORMANCE INDICATORS:

- Moderate cash flow
- Timely and accurate financials
- Accounting staff engagement and development

JOB COMPETENCIES:

- Accounting
- Self-Management
- Problem Solving
- Influencing/Negotiating
- External Awareness

DUTIES & RESPONSIBILITIES:

- Manages P&L and balance sheet for the company.
- Helps drive overall profitability and build sources of growth by providing oversight and analysis
- Manage cash flow and monitor cash needs
- Makes recommendations and provides input to CFO based on P&L, balance sheet, and cash flow information
- Oversight and leadership of the accounting department
- Oversees client billing, accounts receivable, accounts payable, general ledger and payroll
- Ensures internal controls are in place and that direct reports are properly trained
- Leads company collections process by regular and consistent contact with customers
- Actively participates in influencing team members to establish the Wolf Culture

SKILLS & CERTIFICATIONS:

- Bachelor's degree in Accounting, Finance or related field
- Knowledge of economic and accounting principles and practices
- Knowledge of accounting systems and reporting financial data
- Strategic management skills
- Financial management skills
- Ability communicate effectively, both written and orally
- Strong team-building and managerial skills
- Proficiency with QuickBooks and Microsoft Excel
- Ability to manage multiple "on-the-business" projects simultaneously
- High level of accountability, accuracy, and efficiency
- High level of confidentiality with accounting and payroll records

PRIVILEGES & AUTHORIZATIONS:



- Office space (may be shared space) and designated computer (laptop or desktop)
- Access to accounting files (both digital and hard copy)
- Access to project drives and files (both digital and hard copy)
- Authority to sign contracts, lien waivers, and project specific documents
- Authorized to make purchases on company accounts and credit cards

WORKING CONDITIONS:

- 95% of time is spent working at office location. Some driving is required. Valid driver's license is required. 5% of time is spent working at off-site meetings, company gatherings, and events.
- Environmental /Sensory: From time to time, must work outside in all different weather conditions including extreme cold and extreme heat.
- Mental: (conditions that may lead to mental or emotional fatigue) The Controller must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Job may at times be physically strenuous and demanding.
- Job requires sitting, standing, bending, stretching, and twisting.
- Job requires ability to lift and manipulate objects of up to 50 lbs. for 50 feet.

HAZARDS:

- Normal hazards associated with office environment

COMPENSATION:

- Salary (negotiated)
- Paid Time Off Program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Management Rate
- Dental Insurance – Payroll Deduct
- Life Insurance – base policy w/ option to payroll deduct additional coverage

I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date