



Controller/CFO

The Controller/CFO provides both operational and programmatic support to the organization. The Controller/CFO manages the finance section of the business. The Controller/CFO reports directly to and works closely with the Chief Executive Officer (CEO) for strategic and tactical matters as they relate to financial accounting, budget management, cost benefit analysis, forecasting needs and securing new funding. The Controller/CFO will have at least eight years of professional experience, including managing the finance and administration of a growing \$10 million to \$15 million business. She or he will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

Responsibilities:

- Create and present financial and tax strategy recommendations to CEO.
- Support the financial planning and analysis efforts.
- Oversee cash flow, cash management, working capital, and company audits.
- Prepare financial statements and reports.
- Ensure legal compliance with all financial functions.
- Manage relationships with banks.
- Administer the organization's payroll and ensure all legal and regulatory compliance.
- Manage the Human Resources function.
- Oversee and manage the organization's Professional Employer Organization (PEO) activities to maximize service benefits to the staff and organization.
- Management and compliance of the 401(k)-retirement plan and other benefit programs.

Qualifications

- Bachelor's degree (MA/MBA preferred) in Accounting, Finance, Business or Management with a minimum of 8 years' experience, preferably in a construction related industry; non-profit experience not required but a plus.
- Strong finance-based analytical skills
- 7 - 10 years of finance experience
- CPA or MBA preferred but not required.

Contact:

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