

Job Description

Finance Manager

Mission

1. To oversee and report on the financial health of the company
2. To ensure all financial obligations are met with clients, trades and suppliers

Primary Tasks & Expectations

1. Produce timely company financial statements and department reports
2. Payroll, HR and benefits management
3. Oversee job costing and preparation of WIP
4. General ledger
5. Accounts receivable / Accounts payable
6. Job costing and WIP reporting
7. Month-end and Year-end closings
8. Management and department reporting
9. Financial forecasting (cash flow, P&L)

Required Experience & Skills

1. Construction industry accounting (Sage 100 Contractor software a plus)
2. Cash management
3. Payroll
4. Financial analysis
5. Budgeting and forecasting
6. Construction job costing and WIP preparation
7. MS Excel and Word
8. 3+ years in financial management role
9. Four year degree in relevant area
10. Knowledge and experience in the field of construction
11. Knowledge of accounting and GAAP
12. Excellent communication skills, both verbal and written

Important Characteristics:

1. Highly organized, detail oriented and punctual
2. Ability to plan ahead and consistently meet deadlines
3. Prefers active listening and seeking to understand over speaking to display own knowledge

4. Owns up to mistakes and takes measures to prevent them in the future
 5. Attitude of continuous improvement
 6. Ability to work well both individually and in a team
 7. Process oriented and efficiency minded
 8. Strong work ethic
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Position Details:

Compensation:	\$40k - \$60k based on experience and education
Position Type:	Full-Time
Benefits:	Contributing to an award-winning team with health insurance benefits, Simple IRA with company matching, vacation, holiday, and personal pay, training and education compensation, cell phone, mileage reimbursement, and clothing allowance.