

## **CONTROLLER POSITION:**

Successful and growing Phoenix based organization is seeking a highly motivated and experienced Controller who will play a vital role in our organization, systems, and growth. The ideal candidate is a detail-oriented individual who will oversee the company's financial records and accounting. You will be responsible for maintaining all procedures and controls related to the company's financial accounts.

Well established contracting company, been in business for 27 years, last 5 years have grown rapidly, current revenue \$30,000,000, with \$50,000,000 in signed contracts for upcoming year, several multi year government contracts, and growing private clientele. Seeking controller that can organize, systematize, establish a solid accounting department, and grow with the company.

### **Responsibilities:**

- Preparation of monthly and annual financial statements
- Completion of all month-end and year-end closing procedures
- Responsible for daily banking functions, reporting and monthly reconciliation
- Responsible for managing A/R and A/P
- Manage company's fixed assets systems, processes and reports
- Manage year-end support for any audits
- General Ledger maintenance
- Work with external tax and/or audit personnel
- Familiar with State sales tax filing requirements and processes
- Possess strong organizational and relational skills that allow you to work closely with all stakeholders
- Work with a high sense of urgency and accuracy
- Ability to effectively handle multiple responsibilities smoothly
- Have an aptitude for technology and a willingness to learn new systems
- Become an expert in systems used to run the business
- Will include other responsibilities and tasks that are typical of a Controller
- Maintain compliance with government agencies
- Act as the point of contact for external auditors
- Analyze financial transactions
- Strong understanding of accounting process, month-end close, and financial statements in accordance with US GAAP
- Prepare monthly balance sheets, income statements, and projections for multiple different entities
- Manage bank draws and payment of invoices

### **Qualifications:**

- Bachelor's degree in Accounting
- CPA required
- 7 - 10 years of professional related experience
- GAAP knowledge
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Strong written, verbal and collaboration skills
- Very strong skills in QuickBooks
- Willing to delegate but also get into the weeds if needed

If you feel that you meet the requirements listed above and would be interested in joining a growing company that values its people and office culture then this Controller job in Phoenix might be a great fit for you. Please apply now.

Please Contact: Ted Ortega - Del Rio Construction 480-329-3253

