

Tom - Finance Manager/Controller

**Position Summary:**

The Finance Manager/Controller is responsible for managing the company's financial operations, including accounting, budgeting, financial reporting, and strategic financial planning. This role is crucial for maintaining financial integrity, overseeing internal controls, and providing financial guidance to senior leadership to support the growth of the company. The Finance Manager/Controller will work closely with other departments, particularly operations and project management, to ensure financial resources are aligned with the company's goals.

**Key Responsibilities:**

**1. Financial Management and Reporting:**

- Oversee the preparation and accuracy of financial statements (balance sheet, profit and loss, cash flow reports).
- Prepare monthly, quarterly, and annual financial reports for senior management.
- Ensure all financial records are in compliance with company policies and industry regulations.
- Provide insights and recommendations based on financial analysis to improve business performance.

**2. Budgeting and Forecasting:**

- Develop and manage the company's budget, forecasting future financial trends.
- Work with project managers and senior management to develop budgets for new projects and monitor their financial performance.
- Track expenditures and revenues against the budget to ensure financial goals are met.

**3. Cash Flow and Treasury Management:**

- Monitor and manage cash flow, ensuring that the company has sufficient liquidity for operations.
- Oversee cash management, including managing accounts payable and receivable.
- Ensure the timely collection of customer payments and coordinate with the accounting team for vendor payments.

**4. Cost Control and Profitability Analysis:**

- Work with project managers and operations teams to track costs for ongoing projects (e.g., materials, labor, overhead).
- Perform profitability analysis and help identify cost-saving opportunities without compromising quality.
- Review and evaluate financial performance for individual projects and overall company profitability.

**5. Internal Controls and Compliance:**

- Establish and monitor internal financial controls to ensure accuracy and prevent fraud.
- Ensure compliance with local, state, and federal tax regulations and laws (e.g., payroll, sales tax, corporate tax).
- Coordinate with external auditors for annual audits.

**6. Strategic Financial Planning:**

- Collaborate with senior leadership to develop long-term financial plans and growth strategies.
  - Evaluate financial risks and recommend strategies for mitigating those risks.
  - Advise on investment opportunities, financing options, and capital expenditures.
7. **Team Management:**
- Supervise the accounting department (if applicable) and manage financial staff.
  - Provide leadership and guidance to accounting team members, ensuring accuracy and efficiency.
8. **Technology and Systems:**
- Manage and improve financial systems (e.g., QuickBooks, ERP) and processes for better reporting and tracking.
  - Stay updated on industry trends and financial best practices to enhance the company's financial management.

**Qualifications:**

- Bachelor's degree in Finance, Accounting, or a related field (Master's or CPA is a plus).
- Proven experience (3+ years) in financial management, accounting, or controlling, preferably within the construction, contracting, or irrigation industry.
- Strong knowledge of financial reporting, accounting principles, and tax regulations.
- Proficiency in accounting software (e.g., QuickBooks, Sage, or ERP systems) and Microsoft Excel.
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and meet deadlines in a fast-paced environment.