

Controller Job Description

Summary of Responsibilities

Our growing construction firm is looking for a Controller to join our team. Controllers should be able to successfully complete their tasks and are responsible for the financial and accounting functions of JCP Construction and affiliated entities controlled by ownership.

The ideal candidate has excellent communication and multitasking skills, a positive attitude and a strong work ethic. Qualified candidates, please contact 414-316-4011 or hr@jcp-construction.com

Necessary Skills for a Controller

- Supervision of two staff members.
- Oversee the timely and accurate preparation accounts receivable progress billings based upon specific contract terms.
- Review accounts receivable, aging reports and assist with direct reports for collections.
- Supervise the payment process to vendors and subcontractors and confirm lien waivers are properly collected.
- Monitor daily cash balances to ensure requirements are met.
- Review and monitor the preparation of the weekly payroll for union and non-union employees, including the timely submission of monthly union reports.
- Manage IT relates issues
- Mentoring direct reports to grow in their roles & responsibilities as the company continues to grow
- Perform special assignments as directed by the Ownership and Advisory Board

Financial Reporting

- Preparation and review of monthly financial statements for JCP and affiliated entities. Review financial statements with ownership.
- Create budgets with ownership and manage budgets to ensure fiscal health and responsibility
- Preparation of construction contract schedules.
- Oversee the monthly job cost report process with the President and project managers for use in creating and updating contract schedules and updated work in progress reports for internal and external use.
- As needed, meet with the company's bankers and bonding company to review financial results and forecasts.

Business and Health Insurance

- Responsible for the review and procurement of the business and health insurance programs for all entities
- Maintenance of insurance/risk protection program

Retirement Programs

- Assist in the development, implementation and administration of the JCP 401(k) plan and other employee benefits.

Strategic planning

- Participate in the on-going strategic planning with the JCP leadership team. Perform due diligence and create projections with different scenarios on growth opportunities as needed.
- Prepare the annual financial budget and update the forecasts on a quarterly basis.

