



Rieck Services is looking for a highly motivated, professional and organized individual for a full time Company Controller. The position is represented by the following job description:

Job Description:

Position Title: Company Controller

Type: Full Time / Salaried

Salary Range: Commensurate with qualifications

Reporting Relationship: Reports to Chief Financial Officer

Primary Responsibility:

Responsible for direct supervision of all accounting and financial functions. Primary responsibilities include supervision of the monthly close process, monthly, quarterly and annual billings to clients for services provided, billing reimbursements from clients, collection of accounts receivable, supervising accounts payable, payroll, monthly reporting for the owners, monthly preparation of a reforecast, annual preparation of a budget, assist in the preparation of quarterly tax projections and annual tax return preparation and all treasury administration. The Corporate Controller will also be part of a team that creates and implements policies and procedures to identify, resolve and document accounting issues in addition to creating procedures to make the close and reporting processes more efficient and accurate.

Essential Duties:

- Preparation of annual budget
- Preparation of workpapers supporting the annual tax return
- Coordinate the preparation of annual tax return with outside CPA firm
- Implement a process to record transactions by department and compare costs incurred to budget and performance analysis of profit centers
- Review and recordation of journal entries required to reflect the monthly activity
- Preparation of workpapers supporting the monthly close process and month end balances
- Review monthly accounting close process including analytical review of the monthly operating results to ensure accurate accounting records are maintained
- Preparation of monthly financial statements and related footnotes
- Preparation of the year to date cash flow
- Perform cash projections to effectively manage cash balances and maximize the return on any excess cash balances
- Preparation of monthly reforecast incorporating historical results and future assumptions
- Preparation of weekly and bi-weekly payroll
- Coordinate and record investments made in Funds, securities, overnight funds, etc.
- Assist the Chief Financial Officer in maintaining records for retirement accounts (i.e., 401-K Plan)
- Supervision of all accounts payable processed
- Review of expenses incurred on behalf of multiple entities
- Maintenance of fixed asset records
- Assist in the implementation of corporate policies and procedures such as invoice processing, cash management and calculation of fees
- Implement, document and maintain adequate and effective internal controls

- Implement, document and maintain adequate and effective processes to improve the close and reporting cycles to ensure timely and accurate reporting
- Responsible for ensuring compliance with all applicable laws, rules, and regulations
- Supervise accounts payable, accounts receivable, and payroll personnel

Qualifications:

- Bachelors Degree in Accounting is required
- CPA is required
- Masters Degree in Business Administration is preferred but not required
- Present a professional image at all times
- Maintain a positive relationship with all departments of the company
- Must show initiative, optimism, adaptability, and analytical ability
- Ethical work history and clean financial history
- 5+ years of experience in construction/facility management accounting

Additional Proficiency Qualifications:

- Valid Driver's License
- Candidates must also complete a satisfactory behavioral profile assessment, drug screen and a satisfactory background check.

Rieck Services is an EEO Employer. Rieck Services is a Drug Free Work Place, therefore all employment is subject to prior drug screening and random screening thereafter.