

Job Description for: **Assistant Controller / Assistant to the VP of Finance & Administration**

September 2023

Commercial general contractor seeking an experienced, well-qualified individual for a full-time Assistant Controller position reporting directly to the VP of Finance & Administration. Previous accounting experience in the construction industry is advantageous, but not a requirement.

The successful candidate will be willing and able to take on a variety of duties and handle interruptions as they arise. This individual must be able to work and communicate well with all colleagues and vendors in the office environment. A good work ethic that includes prompt and regular attendance, ability to work independently, personal credibility, and ethical conduct is a critical requirement. Individual must be flexible to perform or assist with all accounting and office tasks as needed. Accuracy, organizational abilities, and strong attention to detail are essential.

Computer skills including proficiency in e-mail, MS Word and Excel programs required. Experience with construction-specific ComputerEase software is a plus.

Current status as a Colorado Notary Public is preferred.

Job Description / Tasks:

- **Corporate Accounting:** Assist the VP of Finance with monthly journal entries, reconciling GL accounts, and reviewing accuracy of GL accounts for preparation of financial statements. Assist with annual corporate financial audit. Help to ensure that all accounting department functions are operating efficiently and accurately.
- **Project Administration:** Assist with setting up new projects which includes reviewing jurisdictional rules for the location of the project, including any applicable tax and tax exempt requirements and proper registration in the jurisdiction. Assist with compliance of all owner billing specific requirements and administration of subcontracts for the project. Job cost accounting on a monthly basis.
- **Sales & Use Tax:** Review and confirm taxes being charged on incoming invoices ensuring correct taxes per jurisdictional rules. Collect documentation and file monthly, quarterly, and annual use tax returns with various state, county, and city jurisdictions as required. Assist with jurisdictional audits.
- **Insurance:** Assist with compliance of Subcontractors insurance certificates (for general liability, auto, and workers compensation coverages) and endorsements. Work with subcontractors and insurance agents to ensure compliance with minimum requirements and to resolve any coverage deficiencies. Assist with annual corporate insurance audit.
- **Accounts Payable & Accounts Receivable:** Assist both departments as needed.

Minimum Requirements:

- High school diploma or equivalent required.
- Full-time position
- Normal business hours are M-F, 8am-5pm.

Compensation / Benefits:

- Pay Range \$62,500 - \$67,500 / annually
- Matching 401K
- Health, Dental, Vision Insurance (employer paid with buyup options)
- Aflac (paid by employee)
- Life Insurance (employer paid)
- Travel allowance, if required
- Three weeks of PTO (paid time off) is effective upon hire and is accrued per pay period

All tasks, descriptions and requirements, as prepared above, are subject to review and changes by SymmetryBuilder's Inc. In no way is the above designed to encompass all tasks for the VP of Estimating & Pre-Construction. Rather it is designed to provide guidance and help to create leadership and success!