

## Controller

Barnum Mechanical Inc., a 43-year-old multi-state specialty mechanical contractor located in Loomis CA, is seeking a self-motivated, organized, and experienced Controller to support the CFO. Controller duties will concentrate on managing staff of four, general ledger maintenance and financial reporting, job cost control and WIP reporting, customer invoicing, accounts receivable and payable management, and payroll management. The successful candidate will have a clear pathway to become the Corporate Controller or CFO in one year.

Responsibilities include:

### General

- Manage the accounting staff overseeing payroll, accounts receivable and payable, and operations support
- Job cost management and WIP reporting
- Process contract billings
- Manage AR and collection communications
- Daily and monthly bank account reconciliations
- Subcontractor compliance management
- Monitor and suggest improvements to processes and internal controls
- Recommend policies and develop procedures relating to financial and business practices

### Assist CFO with:

- The preparation, generation, and review of financial reports on a monthly and annual basis
- Prepare quarterly and monthly sales and use tax returns
- Timely completion of external financial statements under US GAAP
- Management of the annual CPA review and preparation of necessary forms and documents
- Analyze and interpret balance sheet and income statement metrics and trends
- Budgeting and variance analysis
- Month-end closing processes
- Planning functions, including budgeting and forecasting
- Account analysis, as needed

### Operations Support

- Monitor job cost and job performance, reporting anomalies to CFO and project managers
- Support project managers regarding job reporting, pending and approved change order tracking and contract management

### Qualifications

- A minimum of 5 years accounting experience
- A minimum of 3 years construction accounting experience, with at least one year of controller-level experience

- Bachelor's or Graduate's Degree in accounting, business, or business administration preferred
- Fluent in budget planning, balance sheets, and month end close practices
- Fluent in general ledger reconciliation and account analysis
- Proven experience in WIP reporting and analysis
- Experience with Trimble Viewpoint Vista software
- Problem solving with attention to detail
- Proven leadership skills to guide and strive for continuous improvement
- Solid critical thinking and judgment for decision making
- Successful experience collaborating with other team members and departments

**Benefits**

- Competitive salary
- Medical insurance
- Paid holidays
- Sick pay
- Vacation
- 401K with safe harbor match

**EEO**

Barnum Mechanical Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, pregnancy, national origin, genetics, disability, age or veteran status.

**To Apply**

To apply for this position, send your resume to [careers@barnummechanical.com](mailto:careers@barnummechanical.com)

**Salary Range:** \$120k - \$150k