

General Job Description:

- Provide direction and leadership for the financial operations of the company. Ensure timely, accurate and relevant internal and external financial reporting occurs.

Job Functions:

The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Direct and coordinate the accounting, budgeting and other financial operations of the company. Includes providing administrative and technical supervision to all accounting staff personnel.
- Recommend policies and procedures relating to financial and business practices of the company.
- Oversee the preparation of required Federal and State financial and payroll reports as well as providing financial and related reports to corporate executives, or other external entities, as required.
- Coordinate with project management to provide all administrative set up of project-specific information within the accounting system and import budgets when a project is awarded.
- Create and manage the general ledger.
- Provide overall direction for the accounting staff, including staffing requirements, performance reviews and training & development, to ensure corporate objectives are met.
- Perform additional duties as directed by the President.

Knowledge, Skills, and Abilities Required to Perform Essential Functions:**Technical Knowledge:**

- 4 years business/accounting degree with advance degree or CPA preferred.
- Extensive experience and knowledge of all aspects of corporate accounting and financial management required. 8+ years Assistant Controllorship experience with construction development, management.
- Strong financial reporting experience with GAP and Tax.
- Ability to supervise a staff of 5-8, provide financial analysis prepare profitability analysis of current and future projects. .
- This person shall have the ability to: communicate with all levels of employee base either in written or oral form; take direction and respond with the correct information on a consistent basis; and prepare or process financials and technical information as needed.

Physical Requirements:

This position requires a person to sit or stand for long periods of time; handle and manipulate objects on a repetitive basis.

Environmental Adaptability:

Work inside an office environment with occasion to be outside.

Computer Skills:

Fluent in Microsoft Office Software, including Excel, Word, PowerPoint

Qualifications and Requirements:

- Excellent phone etiquette
- Excellent verbal and written communication skills
- Excellent organizational skills
- Punctual
- Ability to work independently and self motivated.
- Able to multi-task
- Professional appearance
- Positive attitude
- Great Management and motivational skills

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