

ASSISTANT CONTROLLER JOB DESCRIPTION

3/1/19

COMPANY

McGrath & Associates, Inc.

JOB TITLE

Assistant Controller

COMPANY DESCRIPTION

Construction Manager
General Contractor

EXPERIENCE

5 – 8 years Construction
Accounting preferred

INDUSTRY

Construction

JOB FUNCTION

Corporate and Project Accounting

EDUCATION

Bachelor's in Accounting is required
Master's in Business Administration preferred

JOB DESCRIPTION

This position will be responsible for assisting McGrath's Vice President of Finance in the daily corporate and construction project accounting responsibilities. Additionally, the Assistant Controller will be working closely with Business Managers, Project Managers, Project Engineers as needed to assist them with any project accounting needs.

This position reports to the Vice President of Finance and must have strong people skills, be able to manage a wide variety of administrative and clerical tasks, be proficient with the use of Microsoft Office software, including Word, Excel, and PowerPoint. Understanding of Sage Accounting software is a plus but not immediately required.

This is a full-time position with the expectation of work hours to normally be 40 hours per week during the regular business day, although commonly the work day can be longer depending on the requirements of the office and or client needs. This position is considered a salary position and no overtime is paid unless special circumstances arise and then only on a case by case basis.

Mandatory Substance Abuse testing per the St. Louis Construction Industry Substance Abuse Consortium is required.

Responsibilities include assisting with the following

Banking

Accounts Receivable

Accounts Payable

Taxes

Capital assets

Monthly closings

Yearend Closings

General & Administrative Budgets

Accounting reports as requested by the President, Vice Presidents and or Business Managers

Project Accounting as required or directed

Invoicing to clients

Confidential Payroll

Support / Assistance with Corporate, Union, Client, and taxing jurisdiction audits as required

Accounting and Maintenance of S Corporation shareholder records

Employee disability and life insurance

Employee 401K management

Accounting duties as directed by VP of Finance

REQUIREMENTS

Strong organizational skills

Excellent time management skills and the ability to multi-task and prioritize work

Excellent written and verbal communication skills

Proficient in MS Office

Knowledge of accounting, data and administrative management practices and procedures

Computer skills and knowledge of office software packages

Experience with Sage Accounting software is preferred

WORKING CONDITIONS, PHYSICAL DEMANDS

This position is a 40 hour per week job but may require additional hours-based company needs. This person could spend long hours sitting and using office equipment and computers. This facility is a multi-level, multi building facility and this person must be able to navigate all floors of both buildings.