



***YOU CAN COUNT ON US TO BE "ON TIME AND ON BUDGET"!***  
1439 West San Angelo Street, Gilbert, Arizona 85233

**CONTROLLER-Job Summary/Description:**

- General Finance and Accounting:
  - Provide financial analysis
  - Cash flow management, projections and reports
  - Manages 401K
- Payroll:
  - Input weekly timecards into Computer Ease, print reports for weekly filing
- Accounts Payable:
  - Ensure that payables are paid in a timely manner, write checks
- Accounts Receivable:
  - Manage all accounts receivable processing
- Job Cost:
  - Manage the projected final cost projections from information provided by the Project Managers
- Financial Responsibilities:
  - Manages all banking deposits, bonding requirements, Insurance
- Skills and Abilities
  - Managerial and leadership skills are essential
  - Cost analysis and job cost accounting knowledge required
  - Computer Ease Software experience (preferred)
- Language Skills:
  - Ability to read, analyze and interpret financial reports and legal documents
- Education/Experience:
  - 4-year accounting degree (preferred)
  - C.P.A. license or proof of education process towards license (preferred)
  - CCIFP license (Certified Construction Industry Financial Professional) (preferred)
  - 8 to 10 years of general accounting experience (preferred)
  - 5 to 7 years of construction accounting experience-(preferred)

OFFICE 480-926-3500 \* FAX 480-926-3504

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