



Controller

Reaveley is a client-driven structural engineering firm based in Salt Lake City, UT since 1972. They have 48 years of experience in the field creating iconic buildings across the United States. To see the projects they have been involved with view here: <https://www.reaveley.com/projects>. We value Integrity, Growth, Teamwork, Responsibility and Excellence. We are looking for a person that shares our values.

Position:

As the head of the accounting department, the Controller is responsible for the company's financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, taxes and benefits administration. This role monitors company and project profitability by preparing, analyzing, and monitoring firm and project performance and consolidated financial statements. The individual must be able to think strategically and make recommendations regarding cash flow, assets, expenditures and budgets. We are looking for someone to work long term with the company.

The Controller reports to the company President, interacts with Engineering Principals and Project Managers, and manages the accounting and administrative staff. Required interpersonal skills include being flexible and supportive to executive's requests, ability to work with strong personalities, and ability to work well under deadline pressure in a team environment. The Controller must possess leadership skills necessary to lead, direct and mentor accounting support and administration staff.

Duties/Expectations:

- Prepare, create and analyze various monthly, quarterly and annual financial reports including consolidated financial statements, income statements, balance sheets, and cash-flow statements to support Forecasting, Cash Management, and Budgeting
- Ensure data entry and financial reports are accurate and comply with GAAP and established accounting standards and procedures
- Prepare monthly financial reporting package including key insights and drivers of variance to budget
- Ensure invoices are customized to the client's specifications, accurate and submitted on time
- Main liaison with external auditors, help oversee audits, maintain due diligence ready records
- Responsible for the monthly general ledger close with adherence to close calendar. Identify any areas of concern in financials for investigation and resolve issues
- Improve process efficiency and automation across all areas of accounting
- Draft and implement key policies and procedures
- Lead, direct and mentor accounting support and administration staff (2-4 people) with a focus on improving and optimizing systems, processes, and reporting
- Provide support to Executive and Project Management teams
- Ensure deadlines are met in accordance with client expectations and company procedures
- Oversee and direct payroll, ensuring payroll expenses and taxes are paid correctly and on time
- Oversee benefit offerings are administered correctly and ensure benefit disbursements are paid correctly and on time
- Other duties as needed

Skills and Attributes:

- Strong work ethic and personal integrity
- Meticulous attention to detail and accuracy while maintaining big picture
- Able to communicate complicated technical ideas in a clear and concise manner
- Have a growth mindset
- Be organized and able to keep track of competing priorities
- Outside the box thinker, strong cross-functional communication
- Reliable, responsive and able to see projects through to completion
- Seek out opportunities to improve processes and procedures
- Ownership for projects and results
- Energetic, self-motivated, personable
- Be able to work within tight deadlines and able to adapt to changing priorities
- Commitment to customer service

Qualifications:

- BS of Accounting or Finance required. Master's Degree and/or CPA beneficial
- 5+ years' experience in Accounting/Finance including: preparation, auditing and analysis of financial statements, preferably in a construction-accounting environment; accounts payable including auditing for over-payments; accounts receivable including cash flow; general ledger including account reconciliation, trend analysis and budgeting; payroll including applicable tax reporting; job/project costing including budgeting and earned value calculations
- A very solid foundation of GAAP
- Proficient in Microsoft Office, Excel is a must (macros, pivot tables, importing/exporting/organizing data, formulas, analysis)
- Experience with Deltek Vantagepoint is a plus

Benefits:

- 3 weeks of vacation annually – more depending on experience
- Paid training related to your position
- Flexible work environment
- 401k
- Insurance is paid 75% - Health, Dental, Vision
- Life insurance is paid by the company – \$50,000
- Supplemental life available
- Company paid 100% long term disability
- Holidays (10)