
Job Description

Are you an experienced accountant in the construction field looking for a new opportunity? If you answered yes, then look no further than Garrett Electric!

At Garrett Electric, it's all about providing an exceptional experience—for our clients, our construction partners, and most importantly our employees. Our team is made up of talented professionals who fully embrace the company's dedication to collaboration, hard work, safety, and integrity.

We are currently seeking a full-time Controller to join our great team. The Controller manages the accounting department and provides information, primarily financial in nature, about all company activities that will assist management in making educated economic decisions about the company's future.

Primary Duties

- Oversee and ensure the accurate and timely processing of accounts payable, accounts receivable, credit card reconciliations, purchase orders, petty cash, employee expense reports, payroll processing, etc.
- Prepare month-end closing and financial reports.
- Communicate any changes for job charges to Project Managers.
- Establish and maintain systems and controls that verify the integrity of all systems, processes, and data.
- Ensure accounting policies and protocols are being followed by the entire company.
- Ensure all business licenses and contractor licenses are current and kept up to date.
- Work in collaboration with the CFO to develop budgets and meet financial goals.
- Respond to CFO with accurate and timely work-job costing, WIP, month-end reporting, etc.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Create and/or update Standard Operating Procedures (SOP's) for the Accounting Department.
- Ensure cross-training of the accounting team.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Maintain confidential company information.

- Respond to requests as a result of periodic audits.

Qualifications

Our ideal candidate is self-motivated, resourceful, organized, and an expert multi-tasker.

- 5+ years of accounting experience
- Bachelor's degree in Accounting
- Experience with Timberline or other SAGE accounting software
- Proficiency in Microsoft Office products: Word, Excel, Outlook
- Experience in construction industry accounting—knowledge of job costing, percentage of completion accounting, prevailing wages/certified payroll
- Excellent customer service, written and verbal communication skills
- Detail-oriented and organized
- Excellent analytical skills for reviewing data, reports, invoices, sales figures, etc.
- Proven skills in leadership of team members
- Must be able to pass a drug test and background check and have the credentials necessary to work in the US

Preferred:

- CPA certification

Benefits

Garrett Electric offers a comprehensive benefits package including medical insurance, paid vacation & sick time, 401(k) with match, and more.

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.
