

Position: Financial Manager

Department: Finance

Positions Supervised: None

Reports To: CAO/CFO

FLSA Status: Exempt

Summary

The Financial Manager will provide accurate and data based information on the firm's profitability, solvency, stability and liquidity. They will research and analyze financial information to help company make well-informed decisions, write reports and monitor financial movements. The Financial Manager will help support the company's stock program, work directly with the firm's CPA to prepare tax information, and support the management of cash flow.

Essential Duties and Responsibilities

- Analyze data to ensure proper accounting procedures.
- Prepare financial reports, charts, tables and other exhibits as requested.
- Provide financial and analytical support for the incentive compensation accounting and forecasting processes.
- Perform monthly balance sheet, income statement and changes in financial position/budget variance analysis
- Investigate and report to the CAO/CFO any inconsistencies or improprieties.
- Responsible for performing special projects to improve process efficiency and performance Projects as assigned by CAO/CFO.
- Provide timely, relevant and accurate reporting & analysis of the results of departmental and entire firm's performance against historical, budgeted, forecasted and strategic planning results to facilitate decision-making toward the achievement of the budget and strategic plan.
- Maintain and develop various financial models and standard templates distributed for use by the executive leadership team during the planning processes, ensuring quality, accuracy and focused analytic review.
- Demonstrate appropriate understanding / working knowledge of accounting principles and internal controls, and apply them.
- Describe an insightful use of financial analysis techniques, tools, and concepts, to provide practical counsel to business area partners and management to drive business results.
- Understand and facilitate the integration of business processes, people, and relevant technology, in order to identify, configure, and communicate useful information, and to provide practical business leadership to drive business decision making across the company.
- Identify non-value added processes within the firm and seek solutions.

Position Requirements

- A Bachelor's degree in Accounting or Finance. CPA/MBA preferred.
- 5 - 10 years of experience. Prefer experience in construction industry, CPA, or financial consulting industry.

Knowledge/Skills/Abilities

- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Statutory accounting principles.
- Develop and evaluate pricing methodologies.
- Must have extremely strong MS Excel skills
- Strong organizational skills and attention to detail
- Ability to multi-task and work in a challenging fast paced environment
- Excellent written and verbal communication skills
- Maturity, professionalism, and high level of discretion are required
- Knowledge of procedural controls and data validation techniques required
- Strong work ethic with a positive, can-do attitude
- Independent worker and analytical thinker with ability to conduct research, data analysis and resolve complex problems
- Strong presence with the ability to interact with Senior Leadership.
- Financial modeling expertise a plus

EOE/DFWP

This job description is representative of typical responsibilities and is not intended to be a complete list of all duties or skills required for the job. It is subject to review and change at any time, with or without notice, in accordance with company needs.