



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Assistant Controller - Construction

The Assistant Construction Controller participate in the daily management and reporting of development and construction projects and monthly financial reporting for operations entities. The assistant construction controller will be responsible for all development and construction projects from a financial aspect including corporate accounting, financial reporting, budgeting and internal control policies and procedures and oversees the department.

Classification

Exempt/Salaried

Essential Functions

Job Functions

- Assist with the coordination and direction of the preparation of the budget and financial forecast and report variances
- Prepare and publish timely financial statements
- Review monthly progress reports for projects and cost projections
- Develop and document business processes and accounting policies
- Develop and maintain the system of internal accounting controls and financial reporting
- Budgeting, forecasting and analysis
- Knowledge of construction contracts
- Create and/or review draw requests, including various draw request documents
- Knowledge of construction budgeting, Master Contract and subcontract funding terms management and cash forecasting
- Review monthly billings for internal and external clients
- Cash forecasting for construction projects with continuous monitoring of the cash position of the project
- Ability to identify project related risks
- Ability to set up processes and procedures associated with Cost Controls and Cost to Complete Projections
- Coordinate quarterly accounting reviews, annual audits and tax returns
- Maintain state registrations, business and tax licenses, etc.
- Have operational involvement with project managers on job costs, margins and forecasting
- Analyze company financial performance and provide strategy to lower costs and improve profit

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Attentive to detail
- Budgets / cost control
- Written / verbal communication skills
- Decision making / judgement

- Personal organization
- Problem solving / analysis
- Project management
- Strategic thinking / management

Supervisory Responsibility

Yes

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours required.

Required Education & Experience

- Bachelor's degree in Accounting, Finance or equivalent
- Knowledge of accounting principles and procedures
- Knowledge of construction industry
- Proven working experience in construction accounting
- Minimum 10 years of overall combined accounting and finance experience

Preferred Education & Experience

- CPA or CMA
- MRI Real Estate Software experience
- Timberline/Sage 300CRE experience
- AIA Software contracts, change order and pay app forms
- Procore Solutions software experience
- Strong MS Excel

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com