

Controller

This position is a leadership role within a high-end residential Architecture & Construction firm and will have exposure to all aspects of operations. You will be responsible for all financial processes including; budget tracking, billing / receivables, payables, financial reporting, forecasting, month and year-end closes, payroll, revenue recognition, and tax and treasury related functions. The ability to adapt to new and unforeseen challenges that regularly confront a rapidly growing company will be important. This is a new position within the company and will be approximately 75% Controller, 25% Bookkeeper, reporting directly to the CEO.

What you will do here?

- Guide financial decisions by establishing, monitoring and enforcing policies, budgets and procedures
- Protect revenue targets by establishing, monitoring and enforcing internal controls
- Track, forecast and analyze the use of cash flow to ensure the company has sufficient funds to meet its obligations
- Compare actual performance against budget by collecting, analyzing, and consolidating financial data and recommending actions.
- Maintain a system of controls over accounting transactions, ensuring that accounts payable (vendors, company representatives) are paid in a timely manner and that accounts receivable are collected promptly and appropriately
- Participate in a wide variety of special projects and compile a variety of ad hoc reports as needed
- Create and maintain positive vendor relations
- Proactively address challenging issues and maintain positive energy
- Demonstrates accuracy and thoroughness while constantly looking for ways to improve and eliminate waste

You'll be great if you:

- Have a Finance or Accounting degree and experience in a small business environment
- Have 5+ years of hands-on accounting managerial experience as a Controller or similar
- Are a problem solver
- Are comfortable with uncomfortable situations
- Approachable, professional, customer service oriented with strong communication skills and attention to detail
- Are flexible and adaptable regarding changes in process and procedures
- Are able to communicate with the team, vendors and management clearly and effectively
- Have Construction or Service Industry experience
- Advanced Microsoft Excel skills and QuickBooks required

In addition to a competitive salary and benefits package, we offer a growing entrepreneurial environment, which recognizes and values your contributions. Being excited and enthusiastic to work in an environment where every detail matters and having a positive attitude is desired.

Application Instructions:

To be considered for this position, please submit a cover letter and resume to JoinOurTeam@cehomesinc.com. We look forward to hearing from you.

About Cutting Edge Homes, Inc.

Here at Cutting Edge Homes Architects+Builders, we think differently. We are an award winning boutique firm, priding ourselves on a fully integrated architecture and construction approach with an obligation to craftsmanship, creativity, and value.

Cutting Edge Homes is an equal opportunity employer. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.