



## **Controller**

Location: Springfield, IL

Salary: \$108,000 – \$227,400

### **Overview**

This person reports to the Chief Financial Officer. The Controller is responsible for the excellence of O'Shea's financial/accounting control systems. Primary objectives for which the Controller is accountable:

- Financial control systems are designed and managed to effectively monitor all financial activity and to report accurate financial results.
- Financial systems are designed and maintained to be scalable, accommodating the company's continued growth.
- Reporting systems that produce meaningful metrics tied to the company's finance and operational strategy.
- Propagation of the O'Shea Way Culture, Processes, and Values.

### **What You'll Do**

- Design and maintain accounting systems and controls.
- Develop financial performance measures that support O'Shea's strategic direction.
- Prepare monthly, quarterly, and annual financial statements, including cash flow statements.
- Prepare and/or review appropriate ledger entries and reconciliations.
- Manage month-end and year-end close processes.
- Manage and review all cash receipts and disbursements, billings and accounts receivables, vendor invoices, accounts payable, payroll, and employee benefit plans.
- Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist the Business Leadership Team in performing their responsibilities.
- Create and maintain all financial policies, controls, and processes to ensure efficient and effective scaling of financial resources.
- Champion the development of all personnel in the finance/accounting department:
  - Supervise specific team members on project-specific basis. Mentor and coach them to further develop their professional skills and competencies.
  - Identify training opportunities to ensure consistent execution of O'Shea Way, processes, and procedures.
  - Ensure team members have clear and measurable goals and receive regular feedback on their performance.

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- Continually look for opportunities to grow and develop team members to ensure that they are well prepared when challenges and opportunities arise.
- Educate and work with project managers to ensure accurate completion of key financial documents related to each project.
- Effectively and professionally resolve disputes and conflict as needed.
- Coordinate the provision of information to external auditors as part of the annual audit and corporate tax return filing.

### **What We're Looking for in You**

- Excellent understanding of general ledger to maintain and manage all aspects of the general ledger.
- Expert knowledge of GAAP, internal controls, and financial reporting
- Proven ability to lead, motivating and driving results while aligning the them to the strategic direction of the company.
- Full operational understanding of Project Financials, including Change Orders, Subcontract Change Orders, Committed Costs, and Projected Cost to Complete.
- Thorough understanding of retainage percentage and lien waivers.
- Extreme attention to detail and strong organizational skills.
- Ability to fully understand Owner Contracts and Subcontractor Contracts.
- Ability to prioritize and delegate.
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, Outlook.
- Familiar with CMiC Accounting Software
- Strong written and oral communications skills.
- Ability to get along with different personalities and be a fully contributing Team Player.

### **Qualifications**

- Bachelor's Degree in Accounting or related field. CPA strongly preferred.
- Minimum 10 years of progressive accounting experience, a significant portion of which should be in Construction.
- Track record of proven leadership and teamwork within a diverse stakeholder environment.
- Expert knowledge of standard accounting practices, internal controls and accounting systems.
- Demonstrated ownership of financial close processes, WIP reporting, and revenue recognition.

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### **What You'll Get**

- **A Lively Culture:** A true team environment, the annual O'Shea Employee Celebration, community involvement and more.
- **Wellness and Benefits:** Access to our well-equipped fitness center and on-site personal trainer, Medical, Dental & Vision insurance, Short-term & Long-term disability, 401k and profit sharing.
- **Encouraging Environment:** Meaningful work where you'll grow and learn in a supportive atmosphere.
- **Salary & bonus eligibility:** Competitive wage. We attract the best and we pay them well.
- **Convenience:** This position is located in central Illinois and is ideal for anyone interested in exploring Springfield, Decatur or Champaign, and you'd be just a highway's drive from Chicago and St. Louis.

**Interested?** Contact our People Operations Department at [careers@osheabuilders.com](mailto:careers@osheabuilders.com) or visit our website at [www.osheabuilders.com](http://www.osheabuilders.com).

**\*\*\*O'Shea Builders is an equal opportunity employer.**

### **Working Conditions**

Physical effort (up to 50 pounds), keyboarding, sitting, walking, lifting, carrying, reaching, handling, hand/eye/foot coordination, repetitive motions, talking, hearing, seeing. Able to adjust vision to bring objects into focus. Sedentary work. Occasional lifting/carrying up to 50 pounds.

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