

Employer: Ram Builders Stucco Repair, Inc.

Location of Employment: 430 North 1200 West, Lindon, UT 84042

Job Title: Controller

Job Duties:

- Perform accounting processes, review accounting procedures, prepare budget, and establish internal company controls for affiliated entities, Ram Builders, Inc., Ram builders Stucco Repair, Inc., Tryden Enterprises LLC, Touchstone Contractors, Inc., and Porcupine Productions, LLC.
- Create and implement company financial planning policies and procedures.
- Analyze working capital to ensure company profitability and adequate and solvent cash flow.
- Maintain accounting records, comprehensive control of expenses, and owner income distribution.
- Produce quarterly financial reports, Balance Sheet, P&L, Statement of Change in Equity, Income Statement, Statement of Cash Flow, and Statement of Retained earnings using QuickBooks, Contractor Pro 2013, Microsoft Excel, and Microsoft Access.
- Ensure compliance with US GAAP (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards).
- Provide periodic financial reports and oversight as required for CPA reviewed financials for bonding purposes.
- Maximize return and limit cash risk by ensuring proper use of operating leverage in project funding and establishing and maintaining excellent credit with vendors and banks.
- Ensure timely payment to the vendors.
- Establish, monitor, and enforce financial policies and procedures specific to each construction project.
- Implement material budgets for all awarded jobs.
- Create policies for equipment and materials purchasing, subcontracting services, company vehicles usage, gas consumption, and telephone usage.
- Protect assets and eliminate waste and theft by establishing and enforcing internal controls.
- Create and maintain checklists to account for tools and equipment used at specific jobs.
- Oversee jobsite foreman in providing weekly updates of on-site inventory of tools and equipment.
- Recruit and train employees.

Degree Requirement: Bachelor's Degree in Accounting, Business Management or closely related field. Foreign degree acceptable.

Experience Required: 5 years of experience as Finance Manager, Finance Supervisor, or closely related position.

Will accept a Master's Degree in Accounting, Business Management or closely related field and 3 years of experience as Finance Manager, Finance Supervisor, or closely related position.

Skill set Requirements (Special Requirements):

- Demonstrable knowledge of and prior experience managing inventory, preparing budget and forecasting in a remedial construction environment of the construction industry.
- Demonstrable knowledge of and prior experience in preparing and interpreting financial statements to include Balance Sheet, P&L, Statement of Change in Equity, Statement of Cash Flow Statement, Income Statement, and Statement of Retained Earnings using QuickBooks, Contractor Pro 2013, Microsoft Excel, and Microsoft Access.
- Demonstrable knowledge of and prior experience in performing oversight of the accounting processes, reviewing intermittent accounting procedures and establishing internal company controls.
- Demonstrable knowledge of and prior experience in analyzing working capital to ensure profitability.
- Demonstrable knowledge of and prior experience in maintaining accounting records, comprehensive control of expenses, and owner income distribution.
- Demonstrable knowledge of and prior experience in complying with GAAP and IFRS.
- Demonstrable knowledge of and prior experience in providing periodic financial reports and oversight as required for CPA reviewed financials.

Travel Requirements: Occasional travel from Utah County to Salt Lake County for periods less than 1 day.

Work Hours: 8:00 am. – 5:00 pm, Monday – Friday.

To Apply:

Please submit Cover Letter and Resume to admin@rambuilders.com. Only qualified applicants should apply. Must have U.S. employment authorization. Do not apply if you are in F-1 or H-1 status or otherwise require employer sponsorship for U.S. employment authorization.