

Job Description

VP/Finance

EXEMPT (Y/N): Yes

LOCATION: Corporate Office

SUPERVISOR: President

DEPARTMENT: Accounting

SALARY RANGE: \$160,000 - \$220,000

JOB SUMMARY: This position is in person at our corporate office located in Sacramento, CA. The VP/Finance at Otto Construction is the financial leader of the organization that has primary fiduciary and financial responsibility of the company.

LEADERSHIP RESPONSIBILITIES:

- Oversees accounting, finance, payroll, and other departments.
- Lead, mentor and train accounting team.

DUTIES / RESPONSIBILITIES include but not are not limited to:

- Facilitate the development and implementation of corporate strategies to support growth.
- Assist the President to develop financial plans.
- Strategic planning coordination with the President and members of the Executive Leadership Team.
- Provide strategic financial guidance to the Executive Leadership Team.
- Manage relationships with CPA, Banking, Bonding, Insurance, and other LOBs as necessary.
- Review monthly financial statements and report information to executives/board members.
- Oversee and review the preparation of the annual budget.
- Evaluate and manage risks related to cash flow and investments.
- Oversee investment of funds and work with investment banker.
- Ensure compliance with accounting principles and tax regulations.
- Coordinate with external auditors and oversee annual audits.
- Control and manage annual insurance renewal.
- Oversee and ensure compliance of 401(k) plan.
- Maintain Work in Process monthly reporting (WIP, Revenue, cost summary). Review and analyze billings to date and costs to date for all projects.
- Review job estimates and projected costs to determine whether job margins are reasonable.
- Review monthly aging reports to manage cash flow and monitor financial health.
- Review monthly journal entries and reconciliation to verify accuracy of financial records.
- Assist marketing with bid prequalification requests.
- Conduct annual department reviews.
- Retain, train and hire skilled accounting staff, as needed.
- Lead and mentor department directors.
- Backup Controller when needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business, finance, or accounting required.
- Certified Public Accountant (CPA) designation preferred.
- 10 years or more in a senior financial management role.

- Strong knowledge of financial management principles, GAAP, and tax regulations.
- Excellent leadership, communication, and interpersonal skills.
- Proficiency in financial analysis, budgeting, and forecasting.
- Exceptional computer skills and ability to learn new programs.
- Strategic thinking and decision-making abilities.
- Experience with succession planning.
- Willingness to belong and/or participate in industry related organizations.
- Strong knowledge and understanding of construction accounting.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret complex documents and accounting standards. Ability to communicate effectively with customers and employees.

MATHEMATICAL SKILLS:

Ability to work with complex mathematics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.

OTHER SKILLS AND ABILITIES:

Recognized self-starter and ability to meet deadlines.

Ability to work well with others and achieve team goals.

Highly dependable with excellent organizational and time management skills.

Desired Trimble/Viewpoint/Spectrum experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Sit for long periods of time.
- Look at a computer monitor for extended periods.
- Use their hands and fingers.
- Reach with hands and arms.

WORK ENVIRONMENT:

The primary working environment is an indoor office setting. From time-to-time it may be necessary to travel. Employees are required to comply with all applicable safety provisions and to use PPE when visiting job sites.

PRE-REQUISITES:

- Drug testing is a requirement for employment.
- A good California DMV driving record is required to operate a vehicle on behalf of the company.

Otto Construction is an Equal Opportunity Employer.

Resumes can be sent to Allison Otto at aotto@ottoconstruction.com