



**The Parkes
Companies, Inc.**

Controller

Our Mission: *To provide comprehensive construction, development and real estate services - Building Solutions, From the Ground Up!*

JOB DESCRIPTION

- Oversee the activities of the accounting department for the accurate and timely dissemination of financial management reports, work in process and completed contract schedules, accounts payable, and accounts receivable including monthly financial statements, annual audits, annual budgets, purchase orders, petty cash, cash control, payroll processing, tax compliance, billings, cash receipts, company purchasing, credit card billings.
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Provide status of financial condition of the company by collecting, interpreting, and reporting key financial data.
- Assure corporate income tax compliance to assure the accurate and timely completion of all company income tax returns.
- Arrange for audits as required and appropriate.
- Prepare budgets by establishing schedules; collecting, analyzing, and consolidating financial data: recommending plans. Manage budgets and controls effectively. Assist, monitor, review, and report to executives the annual budget.
- Manage company insurance package including general liability, workers' compensation, builders risk, equipment, auto, etc.
- Liaison with banking partners and CPA firm.
- Oversee accounting and financials for all LLCs for real estate developments.
- Hire, train, develop, and appraise accounting staff effectively on timely basis and in accordance with company policy.
- Ensure compliance with federal, state and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advise executives of actions and potential risks.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Attend weekly, quarterly, and yearly management meetings to discuss project related items, corporate performance, and corporate goals.
- Perform all duties in conformance to appropriate safety and security standards.
- Conform with and abide by all regulations, policies, work procedures, and instructions.

JOB REQUIREMENTS

- Bachelor's degree in Accounting or Finance. An advanced degree is preferred.
- CPA certification is preferred.
- 5 or more years of experience in managing accounting functions.
- Proficiency with Viewpoint accounting software is preferred.

- Excellent communication skills.
- Team player with a professional attitude.
- Competencies: Leadership, Financial Management, Strategic Thinking, Business Acumen, Ethical Conduct, Technical Capacity, Communication Proficiency.

The Parkes Companies maintain a drug-free workplace. We perform pre-employment substance abuse testing and random testing throughout employment. Potential and current employees may also be subject to motor vehicle record checks and/or criminal background checks.

We are an equal opportunity employer and all qualified applicants will receive consideration without regard to race, religion, gender, national origin, disability status, protected veteran status, or any other characteristics protected by law.