

Controller - Job Description

Job Title: Controller
Reporting To: CEO
Department: Accounting / Finance
Job Type: Employee
Location: Cumming Office

Overview:

Sterling Built Management is looking to hire a Controller who can apply his/her financial management skills to our team.

The Controller should be skilled with effective time management, ability to meet deadlines, communicate clearly among all levels of support to our internal team, clients, trade partners, and business partners, and possess trustworthy professionalism.

The Controller should be able to work seamlessly within a team, as well as independently, and prioritize tasks by time sensitive deadlines.

Duties and Responsibilities:

- Create and review financial statements (both for Sterling Built Management and our Clients).
- Record journal entries (both for Sterling Built Management and our Clients).
- Project and manage cash flow.
- Manage and direct accounting staff.
- Review contracts and other financial documents.
- Assist staff with duties when needed to ensure client deadlines are met.
- Assist with year-end 1099 production (both for Sterling Built Management and our Clients)
- Interest is pursuing additional responsibilities including handling financial management for owners' other business interests.

Work Experience and Skills:

- Strong Written and Verbal Communication Skills
- Financial Management Experience
- Experience with Word, Excel, Adobe, Microsoft Teams, Email
- Knowledge of Construction/Homebuilding Industry

Qualifications:

- Minimum Seven Years of Work Experience in Finance or similar role preferred
- Minimum Three Years of Construction/Homebuilding Industry Experience preferred
- Bachelor's or Associate's degree in Finance/Accounting preferred.

For confidential consideration, please email your resume to info@sterlingbuiltmanagement.com