

**Job ID:** 233DG  
**Job Title:** Division Controller  
**Degree Requirements:** Bachelors Degree in Accounting  
**Years of Experience:** 5  
**Type of Position:** Direct Hire  
**Location:** Atlanta, GA area  
**Travel Required:** Less than 25%

### Requirements

- Four year degree in Accounting
- Five years minimum of Construction accounting and General Ledger experience
- Viewpoint software experience a plus
- CPA or Certified Construction Industry Financial Professional ( CCIFP ) designation a plus

### Description

- Manage team of three to four staff accountants that process transactions for payroll, accounts payable, accounts receivable, fixed assets, and job costs
- Perform monthly General Ledger closing procedures in coordination with corporate headquarters
- Approve general and administrative invoices and expense reports to ensure proper documentation and coding
- Assist Project Managers with monthly revenue and costs projections
- Review and monitor project cash flow balance and corresponding under / over billings
- Ensure incoming client payments are properly applied
- Review monthly client invoices prepared by project managers and post into the General Ledger
- Maintain monthly and annual revenue projections based on input from sales team and executive team
- Assist Division President with developing annual corporate overhead and indirect costs budget and annual revenue budgets
- Evaluate new clients for credit worthiness as needed
- Establish and reinforce payment terms with clients
- Prepare and file monthly Sales and Use Tax returns
- Prepare and file quarterly International Fuel Tax Agreement ( IFTA )
- Prepare and file annual auto tag and International Fuel Tax Agreement ( IFTA ) registrations
- Monitor and manage all other government statutory reporting requirements
- Be the financial reporting liaison to the corporate offices
- Participate in monthly Work In Process ( WIP ) Review meeting
- Ensure all required monthly closeout items are completed in preparation of this meeting
- Provide required quarterly and year end information to financial auditors as requested.
- Provide project costs data to corporate office as part of annual insurance renewal
- Request and provide relevant project information for new bid and price / performance bonds as needed
- Review and approve vendor credit applications
- Review and post all intercompany entries from the corporate office
- Determine Use Tax liabilities for projects based on location and state requirements
- Apply for Sales and Use Tax account numbers as required
- Track fixed assets and ensure proper depreciation and internal rental rates charges are correct
- Assist corporate office with obtaining / renewing State Contractor's Licenses
- Ensure Insurance certificates are obtained and renewed as requested

If you meet these requirements and wish to be considered for this position, send your résumé to us in a Word document at [Resumes@PinnaclePlacementGroup.com](mailto:Resumes@PinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

**In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your MINIMUM salary requirements.**

**KEY WORDS:** CPA, Certified Public Accountant, Certified Construction Industry Financial Professional, CCIFP, Accounting, Construction, Heavy Industrial, Insurance, International Fuel Tax Agreement, IFTA, Manager, Controller