



10/26/2021

Director of Finance General Role Description:

This is a management level position responsible for all aspects of company accounting and finance- including accounts payable, accounts receivable, job costing, and quarterly reporting for banking and bonding requirements.

Individual will work with USC President and team members on financial systems and controls including financial performance data, quarterly and year-end financial reporting, and job costing. This individual is responsible for the overall financial controls, management, and reporting for all USC construction projects.

Core Function & Responsibilities:

- Manage an integrated system of controls and financial reporting.
- Financial coordination and oversight of all financial aspects of the company.
- Development and management of company budgets and spending controls.
- Preparation, management, reporting and financial controls for construction projects.
- Oversee and manage financial information systems and platforms.

Major Responsibilities:

Assist the officers related to the financial control and reporting for all construction process, and interface with all internal divisions of the company and its teams, senior management with the organization, and members of the general business community.

The responsibilities include but are not limited to:

- Manage a set of internal controls and systems of financial reporting.
- Develop and manage information systems for project financial monitoring- spending controls, reporting systems and procedures to evaluate project results related to costs and performance.
- Interface with general contractor clients, construction manager clients, and subcontractors to manage the financial goals, objectives, and process necessary for our project performance.



melissa@usceiling.com
usceiling.com



o: 585.872.4527
f: 585.872.9530



1085 Gravel Road
Webster, NY 14580

US CEILING CORP



- Assist the estimating team and owners preparing budgets, cash flows, and financial reports required for project and company profitability analysis.
- Financial management of the company's benefit plans - health, dental, vision, life insurance, 401K
- Work with field operations to develop time and productivity reporting systems including time and productivity reports for project labor against estimated quantities. This data is to be used for project cost controls and estimating standards for labor productivity and material controls.
- Develop and analyze project financial projection data.
- Management and reporting for accounts payable, accounts receivable/invoicing and management of all financial aspects of US Ceiling Corp's financial, payroll, project management Software Platform- **Foundation**.
- Work with the owners regarding all aspects of finance related to company insurance- auditing process, annual renewal.

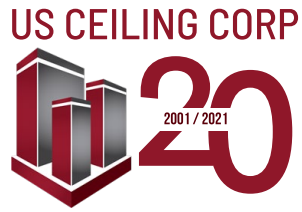
Technical Skills and Requirements:

- Project financial reporting- WIP (work in progress) reports.
- Construction related financial management experience- including costs to complete forecasting.
- Annual company budget development and management.
- Corporate finance experience including the use of general ledgers, balance sheets, profit, and loss reporting.
- Comfort and experience working on multiple technology platforms including cloud-based accounting and payroll platforms, Microsoft products- Teams, SharePoint, OneDrive.
- Comfort and experience working in a digital environment to reduce USC's carbon footprint while supporting data backup and business continuity through times of crises.

Organizational duties to include:

- Develop, document, and implement an improved budget, job close, monthly close process.
- Refinement of better procedures and practices to improve efficiencies.
- Contribution of your ideas and suggestions for better organizational processes.
- Attending company meetings and trainings as required.





Annual Salary: Commensurate with Experience

Benefit package including health, dental, vision, \$10,000 life insurance (out of pocket expenses and co-pays remain employee's responsibility.)

A company credit card will be provided.

Company Cell Phone and computers (desktop and laptop) will be provided.

401K program with 3% employer match when eligible at 1 year anniversary from hire date.

PTO:

15 paid vacation days annually

6 paid holidays as detailed in our company handbook

40 hours paid sick days to be accrued one hour for every 30 hours worked but not to exceed 40 hours annually.



melissa@usceiling.com
usceiling.com



o: 585.872.4527
f: 585.872.9530



1085 Gravel Road
Webster, NY 14580