

Assistant Controller & Risk Manager

GENERAL OVERVIEW OF ROLE & RESPONSIBILITIES

- Accounts Payable
 - Receive and record daily bills
 - Execute check runs on a weekly or bi-weekly basis
 - Monthly bank reconciliations
 - Monthly credit card statement review, organization, and journal entry
 - Assist in the modernization of how PSB captures and records credit card activity
 - Manage monthly online payments to various vendors (such as supply companies)
- Accounts Receivable
 - Set up new Jobs / Customers in QuickBooks and enter all invoices for the project
 - Send invoices to customers when applicable and stay on top of outstanding invoices
 - Deposit checks and record entry
 - Maintain a healthy awareness of cash flow
 - Assist in the modernization of PSB's invoicing process
- Payroll
 - Assist in the current process of receiving weekly timesheets and submitting payroll information via Paychex on a bi-weekly basis. Record bi-weekly entry to QuickBooks.
 - Assist in the modernization of PSB's payroll process and time-tracking system
- Other
 - Assist in the generation of financial statements on a quarterly and annual basis
 - Periodically provide job cost detail reports from QuickBooks to Owner or Project Managers when needed, and specific vendor invoices (bills) when asked
 - Actively look for areas within accounting or the company as a whole that can be improved upon, made more efficient, etc.
 - Assist with annual tax return deliverables to external CPA firm
- Risk Management
 - Help with New Hire onboarding process and maintain organized files of all employees
 - Maintain organized records of all employee training (ie OSHA, IICRC, Dale Carnegie)
 - Company vehicle fleet management
 - Timely payment and submission of new vehicle registration and license plate tag renewals
 - Oversee and help coordinate normal repair & maintenance of all company vehicles
 - Oversee internet and mobile connectivity to ensure that company devices such as cell phones, iPads, and tablets are performing properly for all employees. Promptly resolve any issues with third-party involvement when necessary (ie Compsys, AT&T, Comcast).
 - Insurance
 - Ensure that all company insurance items are properly paid and there is no lapse in coverage
 - Ensure that we are maintaining current insurance information on all applicable subcontractors
 - Help with annual insurance audits for general liability and worker's compensation

SOFTWARE & PROGRAMS USED

- QuickBooks 2020, Microsoft Word, Microsoft Excel, Microsoft Outlook, BUILDERTREND, and cloud computing