



Building Excellence

Controller

Miron Construction Co., Inc., - Neenah Office

DEPARTMENT:	Accounting
JOB STATUS:	Full Time
FLSA STATUS:	Non-exempt (or Exempt)
REPORTS TO:	Chief Financial Officer
POSITIONS SUPERVISED:	Accounting Managers
TRAVEL REQUIRED:	Minimal
WORK SCHEDULE:	Day Shift

SUCCESS:

*At the heart of Miron Construction Co., Inc., is our ability to cultivate and maintain long term relationships with our clients. The keys to Miron's **success** in this arena include:*

- *Making a personal connection with the client, based on their drivers and goals*
- *Having a clear understanding of client expectations, and consistently attempting to exceed them*
- *Producing a quality, long lasting product*
- *Elevating the people we work with and creating a team atmosphere*
- *Making a fair profit in an ethical manner*

*Detailed below are Miron's expectations of the Controller's role and how this position contributes to Miron's **success**.*

POSITION SUMMARY:

The controller position is accountable for the accounting operations of the company. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records and a comprehensive set of controls and budgets designed to mitigate risk. The controller is also responsible for enhancing the accuracy of the company's reported financial results, ensuring that reported results comply with generally accepted accounting principles.

ESSENTIAL FUNCTIONS:

Management

1. Maintains and enforces a documented system of accounting policies and procedures
2. Manage outsourced functions
3. Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
4. Oversee project accountants, including developing procedures necessary to properly record all job cost transactions
5. Protect assets by establishing, monitoring and enforcing internal controls

Transactions

1. Ensure that Accounts Payable and Subcontractor payments are paid in a timely manner
2. Ensure that all reasonable discounts are taken on accounts payable
3. Ensure that Accounts Receivable are collected promptly
4. Process Payroll in a timely manner
5. Ensure that periodic bank reconciliations are completed
6. Ensure that required debt payments are made on a timely basis
7. Ensure that job cost accounting is recorded properly
8. Maintain the chart of accounts
9. Maintain an orderly accounting filing system
10. Maintain a system of controls over accounting transactions

Reporting

1. Issue timely and complete financial statements
2. Recommend benchmarks against which to measure the performance of company operations
3. Calculate and issue financial and operating metrics
4. Provide for a system of management cost reports
5. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

1. Coordinate the provision of information to external auditors for the annual audit
2. Monitor debt levels and compliance with debt covenants
3. Comply with local, state, and federal government reporting requirements and tax filings

POSITION QUALIFICATIONS:

- The controller candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience for a major company or division of a large corporation. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.

SKILLS AND ABILITIES:

Computer skills:

- Proficient with the Microsoft Office Suite
- Able to understand and operate within Miron's Accounting software package

PHYSICAL DEMANDS:

See below

WORK ENVIRONMENT:

Primarily an office environment, with periodic visits to manufacturing sites or other construction related sites.

NOTE:

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and / or assign tasks for the employee to perform as the Company may deem appropriate.

I have carefully read the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

Employee Signature

Date

Miron Construction Company, Inc. is an Equal Opportunity Affirmative Action Employer

ADA PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST

Documenting Physical Demands in a job description ensures ADA compliance.
This form should be maintained in your Department file.

PHYSICAL DEMANDS:

Be sure to specify significant Physical Demands in the job requirements section of the job description. Be certain that lifting weights, physical activities and/or strength, mobility and agility required to perform the job effectively are included when it is important to perform an essential duty. Clarify how much on-the-job time is spent on the physical activities such as standing, walking, sitting, using hand to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching or crawling; talking or hearing; and tasting or smelling. Use the chart below to develop your description of physical demands.

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes.

	Amount of Time			
		<i>Under</i>	<i>To</i>	<i>Over</i>
	None	1/3	2/3	2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted, or force be exerted? If so, how much and how often? Check the appropriate boxes.

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify below the essential job duties that require the physical demands indicated above.

Office environment that requires reading of financial documents and use of a computer

Any special physical demands should be clearly communicated to any applicants applying for this position and all employees occupying this position.