



Corporate Position Description

Controller

Division:	The Boldt Company
Project Location(s):	Appleton, WI
Minimum Years' Experience:	10 years
Travel Involved:	Minimal
Job Type:	Full-time
Job Classification:	Exempt
Education:	Bachelor's Degree
Job Family:	Finance

Position Description:

The Controller reports to the CFO and is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely internal and external financial reporting. This key position is relied upon to provide management with insightful analysis to support financial goals.

Essential Duties and Responsibilities:

1. Prepare and/or review appropriate ledger entries and reconciliations
2. Prepare and/or review monthly, quarterly, and annual internal and external financial reporting statements
3. Provide information for various industry surveys
4. Direct and participate in preparation of cost and forecasting analysis
5. Manage the annual budgeting process
6. Research accounting issues for compliance with generally accepted accounting principles and implement procedures and controls to ensure compliance
7. Hire, train and supervise accounting staff
8. Advise staff regarding the handling of non-routine transactions
9. Monitor and analyze department work to develop more efficient procedures and use of resources
10. Manage the monthly project financial management review process
11. Understand and communicate material financial activity on a monthly, quarterly and annual basis
12. Work with operating group controllers to compile financial results and forecasts
13. Meet with operating group controllers to understand reasons for monthly past due receivable balances
14. Maintain open and closed job schedules
15. Respond to requests for financial information to support RFP's, bids and other job pursuits
16. Assist with bank and surety relationship and submit financial reporting
17. Assist with quarterly equipment analysis and meeting



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Qualifications:

Comprehensive knowledge of generally accepted accounting principles. Background within construction and real estate industries preferred. Capability to handle multiple priorities with good organizational and time management skills. Advanced communication, management, and leadership skills with ability to interact with people in all areas of the Company. Strong values and character that align with core Company values. Possess strong analytical abilities. Able to identify and improve systems and procedures while maintaining attention to detail. Bachelor's Degree from a 4-year institution and 10 years of relevant work experience performing similar functions required. CPA and or MBA preferred.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit; use hands to handle, or feel objects, tools, or controls; talk and hear. The employee regularly is required to walk and reach with hands. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. Employee frequently uses computer keyboard, regularly travels (as vehicle driver and as passenger on various modes of transportation), and occasionally performs work on-site at construction work sites. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Employee views computer monitor frequently.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes exposed to moving mechanical parts. The employee is occasionally exposed to airborne particles or caustic chemicals. The noise level in the work environment is usually moderate.