



**Job Title:** Director of Finance  
**Reports To:** President and CEO  
**FLSA Status:** Exempt  
**Date:** July 23, 2019  
**Contact:** Qualified candidates submit resume to Craig Treichel, VP, Human Resources @ [ctreichel@suburbanelectric.com](mailto:ctreichel@suburbanelectric.com)

## VISION:

A Better Future. We seek to create a culture where people take ownership for creating a better future.

## PURPOSE:

Our company's purpose is to help our people achieve their highest potential.

## CORE VALUES

- **Integrity:** Talk straight-deal straight, always. Be honest with each other, customers, suppliers/business partners, and the community.
- **Respect:** Sincere, courteous regard for the feelings and views of others. Everyone brings value.

## EMPLOYEE VALUE PROPOSITION (EVP)

- **Our Culture.** Safety, core values, teamwork, feedback, and continuous improvement. This is our culture. This is how we work together. This is how we do business.
- **Your Career.** You have a career here at Suburban. Not just a job. We want you to reach your highest potential. You decide what that is.
- **Our Commitment.** To your financial health and well-being. This starts with the Great Game of Business, the Employee Stock Ownership Plan (ESOP), bonus plan, increased income potential, and benefits.

## JOB SUMMARY

The Director of Finance is a member of the leadership team with primary responsibility for the organization's financial and IT operations, reporting directly to the President and CEO.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributing member of leadership team.
- Contributing member of Strategic Planning process. Ensure strategic and tactical initiatives are implemented timely.
- Oversee finance, accounting and IT operations. Mentor, develop and manage department staff using a supportive and collaborative approach.
- Oversee software team to develop tools and systems providing critical financial and operational information to management and stakeholders.
- Lead the annual budgeting and planning process in conjunction with the President and leadership team.



- Develop and continuously improve financial and operational processes and controls over forecasting, job costing, purchasing, billing/invoicing, receivables, cash, and payroll.
- Keep costs accurate and aligned with operating income goals, partnering with other departments as needed.
- Ensure accurate and timely financial close procedures are in place, including account reconciliations and full review of P&L including overheads.
- Effectively communicate and present monthly financial reports. Analyze financial results and provide recommendations.
- Determine and provide financial metrics, trends and benchmarks to help the leadership team better understand financial results and make appropriate decisions within the business.
- Represent the company externally to owners, business partners, insurance carriers, and financial/banking institutions.
- Coordinate all 401(k) and ESOP participation policies, procedures and reporting requirements.
- Manage the annual financial review as primary liaison with the independent auditors.
- Produce any statutory reporting including taxes (including multiple work jurisdictions).
- Provide financial perspective and risk analysis of contracts, agreements, insurance, licenses, claims, and compliance issues.
- Oversee financial literacy training for all team members and management practices to ensure adequate understanding of the business operations.

## **POSITION REQUIREMENTS**

- Bachelor's degree in Accounting, Finance or Economics
- Certified Public Accountant
- 5-10 years of experience in a financial leadership role
- Proficiency using MS Office, including Word, Excel, and Outlook
- ESOP experience a plus
- Demonstrated ability to lead, manage, train and develop staff
- Experience in managing construction market financials in all aspects including best practices
- Excellent communication skills
- Ability to work collaboratively across departments, with staff and with members
- Impeccable integrity, ethics, and character

## **SAFETY**

- Aware of surroundings (trip hazards, office machinery, etc.).
- Support of field safety initiatives.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid driver's license and access to personal transportation or must have access to reliable and efficient means of transportation to and from work sites.



## **WORK ENVIRONMENT**

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 exposed to a regular office environment. The noise level in the work environment is usually moderate.

***The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions, except for those that begin with the word "May."***