

## Allegiant Fire Protection

### Job Opening: Financial Controller

#### Qualifications

- Experience:
- Accounting, 5 years (Required)

#### Benefits

Disability insurance

Health insurance

Dental insurance

401(k)

Paid time off

Vision insurance

401(k) matching

Life insurance

Retirement plan

#### Full Job Description

##### 1. Department Management

- a. Manage direct (job related) and indirect (departmental) cost.
- b. Set personal and accounting department short-term and long-term goals and continually monitor results.
- c. Adjust staffing requirements as individual performance and business conditions dictate. Properly staff the department with the right people. Recruit top talent.
- d. Provide leadership, mentoring and training for staff. Work directly with the President to set short- and long-term goals for all departments, yourself, and your staff. Measure performance and hold non-performers accountable.
- e. Process Improvement - Review current processes in place and propose changes to improve efficiency and performance.
- f. Complete performance reviews of all accounting staff annually in a timely manner.

##### 2. Planning

- a. Assist in formulating the company's future direction and support tactical initiatives.
- b. Monitor and direct the implementation of strategic business plans.
- c. Develop strategies to identify, negotiate, finance and successfully integrate acquisitions.
- d. Manage the capital request and budgeting processes.
- e. Develop performance measures that support the company's strategic direction.

##### 3. Operations

- a. Participate in key decisions as a member of the executive management team.
- b. Function as a collaborative partner with all members of the management team in order to achieve company goals while also reducing risk such as HR situations, material increases, safety program implementation, theft prevention, security, etc.
- c. Continually promote and uphold a drama-free workplace of professional and ethical conduct. Confidential information, even among departments, must be treated confidentially.
- d. Practice harmony, mutual trust and respect. Listen, learn and value the opinions of others. Be trainable and open to new ideas.
- e. Work with vendors to obtain optimal pricing.

- f. Assist in high-level talent acquisition.
  - g. Manage all company accounting and financials.
  - h. Manage any third parties to which functions have been outsourced.
  - i. Oversee the company's transaction processing systems.
  - j. Implement operational best practices. Very closely monitor gross margin tracking on a job-by-job basis at least once per month.
  - k. Conduct analysis of yearly benefit plan changes to ensure competitive and cost effective plans.
  - l. Identify new business development opportunities including acquisitions.
  - m. Ensure merger success through due diligence, effective negotiations and timely, excellent, thorough integration specifics.
  - n. Manage progress billing for installation projects.
  - o. Create invoices for service and repair jobs.
4. Financial Information
- a. Issue accurate financial statements.
  - b. Report financial results to the board of directors during board meetings.
  - c. Generate annual company-wide budgets.
  - d. Benchmark the divisions against prior year and budget.
  - e. Ensure large projects are properly tracked with up-to-date job costing.
5. Risk Management
- a. Understand and mitigate key elements of the company's risk profile, including monitoring contracts, written vendor contracts, purchase orders, pay when paid, credit management, etc.
  - b. Manage all open legal matters and insurance claims involving the company, and legal issues affecting the industry.
  - c. Construct and monitor reliable control systems.
  - d. Maintain appropriate insurance coverage and vendor agreements.
  - e. Ensure that the company complies with all legal and regulatory requirements.
  - f. Ensure that record keeping and retention meets the requirements of auditors and government agencies.
  - g. Maintain good relations with external auditors and implement their recommendations.
6. Funding
- a. Manage cash balances and cash forecasts.
  - b. Arrange for debt and equity financing.
  - c. Maintain banking relationships.
  - d. Represent the company with investment bankers and investors.
7. Other
- a. Avoid taking shortcuts!

Job Type: Full-time

Pay: \$70,000.00 - \$90,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

- Vision insurance

Schedule:

- Monday to Friday

Supplemental Pay:

- Bonus pay

Experience:

- Accounting: 5 years (Required)