



## POSITION DESCRIPTION

**JOB TITLE:** Chief Financial Officer

**REPORTS TO:** President and Board of Directors

**STATUS:** Exempt

**DATE:** October 2018

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Works closely with President and financial partners to establish financial strategy and objectives, and with other managers and employees to develop and implement annual plans and budgets to meet short term and long term financial goals. Prepares periodic reporting and analysis of operating results. Advises president on financial matters in general. Provides decision-making support and advice to operating managers, based on financial expertise.
2. Responsible for cash management, asset management, investments, budgeting, cost management, operations analysis, financial reporting, quarterly Board Book preparation/participation, and various other external financial and business affairs.
3. Assists president and financial partners with strategic planning for the future growth of the company(s). Develops each year's Financial and Operating plan in alignment with strategic objectives. Provides appropriate financial analysis for capital acquisition decisions, make/buy and supplier/cost analysis.
4. Responsible for the quality, accuracy and thoroughness of all accounting and financial activities of the company and related reporting. Includes project accounting and percent complete activities, cost accounting, purchasing, inventory control, accounts receivable, accounts payable, payrolls, fixed assets, general ledger, etc. Ensures the integrity of general ledger. Prepares regular financial reports (P&L, balance sheet, cash flow statements, etc.) and presents to president/financial partners/Board as scheduled. Collects data, analyzes information, prepares reports, and makes recommendations on special projects as needed or requested by president.
5. Responsible for accounting staff, supervises employees reporting to the position. Involves selection and performance management, monitoring of work flow for timeliness and accuracy, and regular communications to ensure the team works well together and continuously improves processes.
6. Provides financial management and reporting for other companies owned, in the same manner as with Market & Johnson.
7. Manages good working relationships with professional service providers such as bankers, attorneys, accountants, insurance and bonding companies, other financial institutions and vendors. Ensures that quality services are received and fees are reasonable. Provides financial planning, sourcing and support to negotiation of financing matters. Primary company contact with lenders.
8. Responsible for the information systems and technology function at Market & Johnson. Ensures that our information needs are met in a timely and cost effective manner, and that the integrity of our information is secure and properly maintained. Works with outsourced providers and consultants as needed to stay current in technology solutions.

### POSITION SUMMARY:

Responsible to the President, stockholders, lenders, financial partners, Board of Directors and executive management for all financial matters of the company. As a member of the management team, the CFO provides leadership to the organization and participates in developing finance strategies, policies, objectives, and operating plans to meet company growth and profitability goals. Provides timely, reliable financial and performance information required to plan, control, manage, and achieve the company's goals and objectives consistent with legal and regulatory requirements.

*To apply in confidence, submit a resume to [president@market-johnson.com](mailto:president@market-johnson.com) by November 5, 2018.*

9. Responsible for the risk management and compliance functions. Works with President to develop effective risk management policies and procedures, ensures that these are followed. Negotiates and maintains appropriate insurance coverage (all types – P&C, bonding, worker’s comp, employee welfare benefits, etc.). Also responsible for licensing, contracts and agreements, and oversight of legal areas and activities.
10. Safeguards the financial resources of the business through establishing and monitoring programs for internal controls and general security of assets.
11. Responsible for treasury duties including cash management, covenant compliance for banking, determining when and how to invest cash and pay debt, and communication and compliance with equity partner.
12. Works closely with Project Managers to track project completion and prepare timely reports on same. Gathers and dispenses cost information needed to move jobs in progress through the system efficiently. Ensures timely and accurate billing for all work performed. Works through Project Managers to facilitated timely payment from customers.
13. Meets regularly with the President, Principals in Charge and Project Managers to review requirements for upcoming new jobs. Is involved in initial project bidding process and contract negotiation/writing as needed. This includes working with AIA contracts and Market & Johnson sub-contracts.
14. Oversees the planning, preparation and performance of periodic physical inventory. Makes adjustments to financials and inventory procedures as needed.
15. Works with CPA firm to plan for and efficiently conduct annual review/audit of Market & Johnson’s accounts, and for advise on tax issues. Keeps current with developments in construction accounting and corporate tax issues in order to identify potential problems or oppourtunities.
16. Handles requests for financial information or action, especially in President’s absence.
17. Other duties as may be necessary to fulfill the responsibilities of this position.

**COMPETENCIES AND MEASURES OF PERFORMANCE:**

Quality, accuracy, timeliness, reliability and thoroughness of work performed; adherence to GAAP; optimization of cash flow; gains the trust and respect of the President, financial partners, and employees; communicates effectively and develops good working relationships with President, co-workers and subordinates; management, employee, customer, and vendor satisfaction with interactions; provision of and responsiveness to the information needs of management; soundness of business decisions made; quality of the example set for other employees (attitude, approach, professionalism, team effort, commitment to Market & Johnson and subordinates, etc.); maintenance of highly confidential business and personnel information.

**Critical competencies include:**

- Assertiveness
- Financial Acumen
- Business Thinking
- Initiative
- Change Mastery
- Learning Agility
- Composure
- Organizing & Planning
- Delegation
- Problem Solving/Decision Making
- Drive/Energy
- Technology Savvy

**KNOWLEDGE, SKILLS AND ABILITIES:**

Four year degree in accounting or finance required, prefer MBA, CMA or CPA. Minimum eight years of experience in accounting management, preferably in a construction environment. Must have a thorough understanding of, and practical experience in, percent-of-completion job cost accounting. Must be bondable. Must be able to: efficiently and effectively utilize computerized accounting and project management systems in a networked PC environment; prepare and interpret complex spreadsheets; prepare accurate and timely financial statements; organize, direct, control and perform accounting activities (basic and advanced); exercise good business judgment in making daily operating decisions with the long term best interests of the business in mind; negotiate professionally with professional service providers; deal effectively and professionally with a wide variety of people and situations; maintain the integrity of highly confidential business information; communicate effectively verbally and in writing; meet deadlines that change frequently; deal effectively with time pressures, stress and change. Must have a valid driver’s license and be able to travel by land and air.

**WORK RELATIONSHIPS AND SCOPE:**

Reports directly to President with ‘dotted line’ responsibility to financial partners and Board of Directors. Is a member of the management team. Regular contact with Project Managers and Field Superintendents. Supervises employees reporting to the position. Frequent contact with professional service providers and bankers, insurance/bonding companies, etc.

**WORKING CONDITIONS:**

Work is performed mainly in a pleasant office environment with minimal exposure to injury. Regular work hours are normally on weekdays and will usually average about 50 hours a week. Some unscheduled evening and weekend work will be required due to seasonality (April - December) or unexpected situations.

**EQUIPMENT OPERATED:**

Utilizes Viewpoint, Quick Books and Property Manager accounting software on networked PCs, Microsoft Office Excel extensively (also Word, Outlook, and Powerpoint), internet services, and standard office equipment (phone, fax, copier, calculator, printers, etc.).

*This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the CEO. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.*