



Controller / Chief Accounting Officer

A leader in the Northeast construction industry and specialty manufacturer of steel components for multiple industries is seeking a Controller/Chief Accounting Officer located in Dansville, NY to work in collaboration with CFO/Director of Finance and top leadership at the privately owned company; who is responsible for financial reporting and financial record keeping.

Summary: Responsible for direct supervision of all accounting functions. Primary responsibilities include oversight of the company's cost accounting/manufacturing control processes, the monthly close process, reporting to external agencies, primary liaison on tax reporting and audit services, production of financial reports that comply with generally accepted accounting principles and optimization of internal controls. The Controller also manages the staff responsible for Accounts Receivable, Accounts Payable and Payroll functions, including customer billings, collection of accounts receivable, accounts payable, payroll and treasury administration. The individual will also be part of a team that creates and implements policies and procedures to identify, resolve and document accounting issues in addition to creating procedures to make the close and reporting processes more efficient and accurate.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits, providing information to external auditors.
- Provides monthly financial reports as well as year-end financial reporting and analysis of these financial statements including trends and benchmarking.
- Responsible for external reporting to governmental agencies and insurance entities.
- Management of insurance and risk process.
- Coordination and efficient completion of activities associated with the annual audit.
- Complies with federal, state, local and regulatory legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial and tax compliance reports; advising management on needed actions, working in conjunction with outside CPA firm.
- Completes operational requirements by scheduling and assigning employees, following up on work results.
- Provides leadership to the team through coaching, mentoring, and providing real-time feedback to the accounting team.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Protects operations by keeping financial information and plans confidential.
- Contributes to team effort by accomplishing related results as needed.
- Responsible for information technology systems.

CORPORATE OFFICE:
2060 LAKEVILLE ROAD
AVON, NY 14414
TEL: 585-226-6244 | FAX: 585-226-3317

OPERATIONS & FABRICATION COMPLEX:
9431 FOSTER WHEELER ROAD
DANSVILLE NY 14437
TEL: 585-335-3131 | FAX: 585-335-6245



Supervisory Responsibilities

Directly supervises a team of associates in the Accounting and Financial support areas. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- **Written communication** - writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- **Leadership** - exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- **Managing people** - includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.
- **Business acumen** - understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **Strategic thinking** - develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university and 10 or more years of corporate accounting experience.

- CPA Certification would be preferred, but not necessary with significant experience.
- Construction, manufacturing and/or materials business accounting understanding and experience.
- At least 7 years of hands-on accounting managerial experience.
- Closely held business experience a plus.

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Computer Skills

To perform this job successfully, an individual should have knowledge of accounting software; complex payroll systems and project management software. Proficient with Windows operating system, including Excel, Outlook, Explorer, Word, and Power Point. Knowledge of Foundation Software a Plus.

Other Skills and Abilities

- Extensive knowledge of GAAP, specifically as it relates to Construction and manufacturing.
- Ability to handle multiple tasks and priorities in a fast-paced result driven environment.
- Working knowledge of short- and long-term budgeting and forecasting, rolling budgets, and product-line profitability analysis.
- Experience with managing the corporate audit process.
- Extensive working knowledge of ERP systems.
- Knowledge of internal control policies and procedures.
- Ability to work extended hours as business requires, including evenings and weekends.
- Strong numerical proficiency, organization, good problem-solving skills and excellent use of logic.
- Excellent leadership skills and a big picture method to approaching tasks.
- Excellent verbal and written communication skills.

Job Type: Full-time

Benefits: 401(k); Health insurance; Paid time off

Work Location: Western NY-Dansville

Work Remotely: No

Please respond with a Resume' and Letter of Interest to careers@lmcic.com or mail to LMC Industrial Contractors, Inc., 9431 Foster Wheeler Road, Dansville NY; Attn: CFO

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