



McCormick Construction Company, Greenfield, MN 55373 - Assistant Controller – Construction

McCormick Construction Company (McC), located in Greenfield, MN (55373) is an industrial design-build construction contractor serving the grain, milling, feed, mining and other industrial clients in the upper Midwest and beyond. McC has is seeking an Assistant Controller on a full time (Monday – Friday, 8am – 5pm) to support all accounting, finance, IT and information system functions reporting directly to the CFO but with significant interaction with Director of Accounting and Information Systems management in a department of 6 fulltime and 1 part time personnel where duties including AR, AP, Payroll/HR, Financial Analyst/IT and administrative support in a very casual, collaborative and supportive environment utilizing Viewpoint Vista ERP for all accounting, job cost and project management functions supplemented with MS Office suite and cloud based platforms including ProCore, Salesforce and ProEst that are utilized by sales, estimating and operations.

Successful candidate will also interact with operations including project management, shop/logistics/equipment management and Senior Management on a daily basis in a faced paced, dynamic and often demanding construction company environment. McC is seeking a candidate that aspires to growth and development in responsibilities to Controllershship and ultimately CFO with the requisite experience in a similar construction environment, skill sets, drive, personality and cultural fit.

Requisite skills, experience, education and certifications include:

- 3-5 years minimum experience with higher end ERP systems such as Viewpoint, Dexter Chaney, Timberline and similar platforms.
- Experience and technical skills in IT and information systems including, Crystal Reports, Excel, SQL database to support outsourced network administration and CIO firms. Ability to maintain backups, install program updates and support upgrades and new platforms a plus.
- Minimum 2 or 4 year accounting or business degree
- Candidates with or working towards CPA, CMA, CCIFP or other technical certifications.
- Strong organizational skills including documentation, records retention and file management – both electronic and paper.
- Strong oral and communication skills and appropriate use of at various levels within the organization.
- Ability to be flexible in day to day based on project demands.

Key responsibilities and work areas of the position include but not limited to:

- Work directly with Accounting Manager, Financial Analyst and CFO in key areas including all facets of contract administration, prequalification, payroll and sales tax compliance, insurance certificate compliance and review and support of other accounting functions. Candidate will also have primary responsibility to maintain general ledgers for the operating entity and 3 smaller related entities to assure accuracy in transaction processing, classification and job costing.
- Work with CFO in in preparation of jobs in process and closed jobs reconciliation to the general ledger on month end and year end reporting basis. This includes interface with project managers in obtaining reliable estimates for progress and estimated costs at completion utilizing ERP system.
- Preparation of monthly financial statements including reconciliation of all general ledger accounts (currently 4 separate entities) all maintained on ERP system. Financials generated from ERP's report writing platform currently Financial Manager but moving to Spreadsheet Manager in 2017.
- Assist in the preparation of budgets or forecasts
- Prepare for and participate in annual audit of financial statements; prepare client prepared schedules for both audit and corporate tax returns for all entities.

Personal and work references within the last 2-3 years are required. Those with reference from CPA, law firm, Banker, surety /insurance encouraged but not mandatory.

Interested Candidates should submit their resume to resumes@mccormickconstruction.com.