

Prunuske Chatham, Inc. (PCI) is seeking a **Financial Controller** to join our team in Sebastopol, California. PCI is a small, multi-disciplinary company that specializes in ecological restoration and resolving environmental challenges in Northern California. Our team of scientists, planners, landscape architects, engineers, and constructors work collaboratively to produce high quality restoration outcomes for our clients. PCI is committed to maintaining a workplace that fosters creativity and produces tangible benefits for our clients and the environment. PCI is an at-will employer. To learn more about PCI, visit www.pcz.com.

Reports to: President, CEO

Summary: Directs the organization's financial planning and accounting practices as well as its relationship with lending institutions and the financial community.

Essential Duties and Responsibilities

- Oversees and directs treasury, budgeting, audit, tax, accounting and insurance activities for the corporation.
- Manages relationships with bank loan and account managers and insurance brokers.
- Manages relationship with independent accountant (CPA) and arrangement of financial statements and corporate tax returns
- Directs the Accounting Department in providing and directing procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Manages & performs project coding and contract data entry into the accounting system.
- Oversees daily accounting activities of the company including: Payroll, AP, AR, credit card transactions, and a timely billing cycle schedule.
- Proficient in reading and interpreting professional service contracts.
- Directs the Accounting Department in activities as custodian of funds, securities and assets of the organization. Reviews the corporate cash position and cash management techniques.
- Appraises the organization's financial position and issues monthly financial and operating reports.
- Negotiates the professional liability and general insurance packages of the firm.
- Assists administrative assistant in the collection of past due receivables and billings.
- Works closely with CEO to establish the corporation's annual budget and targets for financial vitality.
- Analyzes, consolidates and directs all cost accounting procedures together with other statistical and routine reports.

- Keeps up to date on general economic, business and financial conditions and their impact on the organization's policies and operations.
- Assists the CEO and other Principals in analysis of financial reports related to project management and staffing management.
- Assists other personnel as required with financial and other spreadsheet analysis.
- Assists the CEO in calculations of raises and bonuses.
- Assists in the preparation of the yearly firm multiplier, billing rates, including prevailing wage and overhead rates.
- Manages, trains, evaluates and mentors Accounting and Admin staff. Performs performance appraisals.
- Reviews the financial impact of hiring, firing and layoff recommendations for all company personnel.
- Capable of handling responsibilities beyond formal job duties.

Note: Other duties may be assigned

Supervisory Responsibility

Manages three employees in the Accounting and Admin Departments. Is responsible for the overall direction, coordination and evaluation of these units. Works closely with HR Manager.

Carries out supervisory responsibilities in accordance with the PCI'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.

Education and Experience

Minimum bachelor's degree in accounting, business management, or related field and 7 - 10 years' solid work experience.

Qualifications

- Capacity and desire to lead a small team
- Collaborative working style
- Willingness to manage and mentor staff
- Strong verbal, written and interpersonal skills with the ability to collaborate with staff and both internal and external customers
- Exceptional facility with using accounting software, preferably Deltek Ajera, to manage projects and support financial decisions
- Excellent critical thinking and organizational skills
- Ability to manage multiple projects simultaneously
- Ability to generate solutions
- Reasonable comfort with managing workload fluxes and meeting the unexpected challenges associated with a small and agile business
- Proficiency in MS Word as well as Excel

Physical Requirements:

- Sitting – Remaining in a seated position for periods of time
- Standing or Walking – Remain on one's feet in an upright position without moving about or move about on foot.
- Alternate Sitting or Standing at Will – The ability to alternate between sitting and standing as needed
- Lifting or Carrying – Raiser or lower an object from one level to another, transporting an object from one place to another
- Reaching at or Below Shoulder Level while filing paperwork
- Keyboarding – Entering data into a computer using a keyboard

Compensation: This is an exempt, salaried, full-time management position with benefits, including: health, vision, dental and life/AD&D insurance, Safe Harbor 401k Plan, paid holidays and discretionary time off. Salary range \$90k-\$125k, depending upon experience.