



PRUNUSKE CHATHAM, INC.

Prunuske Chatham, Inc. (PCI) is seeking a **financial controller** to join our team in Sebastopol, California. PCI is a small, multi-disciplinary firm 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. To learn more about PCI, visit www.pcz.com.

Reports to: Chief Financial Officer

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.
- Manage relationship with independent accountant (CPA) and arrangement of reviewed or audited 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.
- 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 project managers in the collection of past due receivables and billings.
- Works closely with CFO 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 CFO 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 CFO 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.

Note: Other duties may be assigned

Supervisory Responsibility

Manages two employees in the Accounting and Admin Departments. Is responsible for the overall direction, coordination and evaluation of these units.

Carries out supervisory responsibilities in accordance with the PCI's policies and applicable laws. Responsibilities include interviewing, hiring, firing and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Additional Duties: *Desired not Required*

Benefits Manager: Plans, directs, and coordinates retirement plans, health insurance, and other benefits that PCI offers its employees.

Contracts Manager: Participates in all of the company's Contracting process, including Drafting, Evaluation, Negotiation and Execution of contracts.

Corporate Secretary: The Corporate Secretary is responsible for the efficient administration of the company, particularly with regard to ensuring compliance with statutory and regulatory requirements.

Education and Experience

Minimum bachelors degree in accounting, business management, or related field and 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 Axium 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