

## **Job post summary**

**Date posted:** October 23, 2025

**Pay:** \$87,000.00 - \$100,000.00 per year

## **Job description:**

### Position Summary

The Controller oversees the accounting department, leading the team in all aspects of financial management, compliance, and reporting for multiple construction-related entities. This role supervises AP/AR functions, manages integration between Buildertrend and QuickBooks Enterprise, and ensures job cost accuracy. The Controller also supports HR-related financial functions such as benefits administration and performance evaluations.

### Key Responsibilities

#### Financial Management

- Lead monthly and annual financial closings, including general ledger reconciliations, job cost reports, and WIP schedules.
- Prepare executive-level financial packages (Balance Sheet, P&L, WIP, Job Cost Summary) by the 15th business day of each month.
- Develop annual budgets and forecasts; monitor cash flow and oversee journal entries.
- Approve draw schedules, vendor payments, and financial transactions across all entities.
- Maintain Buildertrend–QuickBooks integration, ensuring accuracy in cost coding, syncing, and reporting.

#### Compliance & Risk Management

- Maintain company and entity-level licensing (DBPR), builder's risk, and insurance policies.
- Ensure timely filing of sales tax, payroll tax, and workers' compensation audits.
- Oversee subcontractor compliance documentation (W-9s, COIs, lien waivers, and agreements).
- Coordinate with CPA for annual audits and tax preparation.

- Review compliance checklists before final draw release.

#### Operations & HR Support

- Supervise AP and AR Coordinators and review payment batches before release.
- Oversee benefits administration via Ease and support HR evaluations.
- Coordinate payroll summaries, PTO tracking, and onboarding of new accounting staff.
- Ensure adherence to internal controls and dual-signature requirements for payments.

#### Qualifications

##### Required:

- Bachelor's degree in Accounting, Finance, or related field.
- 5+ years of experience in accounting, with at least 2 years in a leadership or controller capacity.
- Proficiency in QuickBooks Enterprise Desktop and Microsoft Excel (PivotTables, VLOOKUPS, formulas).
- Experience with Buildertrend or similar construction management software.
- Strong understanding of job cost accounting and multi-entity operations.
- Excellent analytical, organizational, and communication skills.

##### Preferred:

- CPA or equivalent credential.
- Experience in residential construction or homebuilding industry.
- Knowledge of Florida construction compliance laws and lien documentation.
- Familiarity with Domo, Power BI, or similar reporting tools.

#### Job Type: Full-time

##### Benefits:

- 401(k)
- 401(k) matching

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Ability to Commute:

- Cape Coral, FL 33991 (Required)

Ability to Relocate:

- Cape Coral, FL 33991: Relocate before starting work (Required)

Work Location: In person