

A long established and privately held marble and tile contractor located in the Frankford section of Philadelphia is seeking an experienced controller to replace our controller who will be retiring.

Duties of Controller at Belfi Bros. & Co., Inc.

Finance:

- Cash management including monitoring/managing cash flow
- Investment of excess cash
- Accounts Receivable management including monthly applications for payments
- Track and manage the A/R Invoice Aging Report
- Accounts Payable management for
 - timely payment to vendors
 - proper posting to jobs
 - sales and use tax reporting
- Reconciliation of bank statements

Accounting:

- General Ledger management
- Adjusting Journal Entries
- Account Analysis
- Production of quarterly internal financial statements with WIP and other supporting schedules
- Preparation of all schedules required prior to CPA review of the financial statements

Payroll:

- Maintain all wage rates, union benefits and other tax rates
- Input and manage all aspects of weekly payroll
- Input direct deposits to the bank for all employees
- Prepare weekly deposits of 401k, HSA and garnishments
- Prepare weekly, monthly, quarterly and yearly tax returns for Federal, State and local jurisdictions as necessary
- Prepare monthly union reports
- Prepare weekly Certified Payroll for jobs as required
- Report job hours and payroll for OCIP projects as required

Surety/Bonding:

- Manage surety broker relationship and program
- Prepare financial information (backlog, work in process, etc) as necessary

Banking:

- Manage bank officer relationships
- Credit Line management

Insurance

- Manage commercial insurance program including solicitation of renewal quotes
- Claims management
- Prepare schedules for commercial insurance carrier audit
- Manage the Certificates of Insurance requirements for all projects
- Manage health insurance program including cost benefit analysis of health insurance premium quotes

Pension/401k

- Manage 401k broker relationship and program reporting requirements

Information Systems Management

- Sage 100 accounting software update installations
- Software Management
- Hardware management in partnership with Belfi's IT firm Techblrds

Misc:

- Maintain Petty Cash
- Review contract documents as required
- Maintain prequalification documents for general contractors
- Prepare credit applications for new vendors as required