



Controller Job Summary

You will be responsible for the financial operations of the business. This covers the maintenance of a sufficient system of accounting records and generation of periodic financial reports. You will also be responsible for a complete set of budgets and controls intended to enhance the precision of reported financial outcomes, mitigate risks, and ensure that reported results comply with international financial reporting standards and regularly accepted accounting principles. You will engage in all aspects of financial administration, such as budget and forecast preparation, accounting, development of internal control policies and procedures, and regulatory and financial reporting.

Controller Job Responsibilities and Duties:

- Assure timely and accurate recording of all transactions
- Manage the accuracy and productivity of day-to-day financial activities
- Develop, improve, and issue monthly financial records for top management
- Ensure that financial plans align with organizational goals
- Provide financial analysis tools to evaluate company ventures or special projects
- Manage commercial banking relationships to facilitate an appropriate credit resource under highly competitive terms
- Active participation in influencing business growth, direction, product development, strategic planning, financial forecasting
- Work closely with superiors to develop an economic evaluation of various fringe benefit programs for staff and program components
- Interface with banks and lessors, outside audit firms, liability and casualty insurance agents, collection agencies, and credit card companies
- Other duties as necessary

Controller Qualifications and Skills

- Bachelor's degree in finance, business administration, accounting, or related field
- 5+ years of progressively responsible experience and training
- Ability to interpret and analyze business periodicals, technical procedures and professional journals
- Effective presentation skills
- Ability to respond effectively to complaints and sensitive inquiries

Company Profile

West Coast Electrical Services was established in 2005 performing all types of small residential electrical projects with one employee. Over the past 18 years it's grown to over 80 employees working on large commercial projects throughout the greater Seattle area. We are seeking highly skilled personnel to help us achieve our goal of being one of the finest electrical contractors in our field.