



# Controller

Location: Cleveland, OH

Work Arrangement: On-site

## About the Role

Our client near Downtown Cleveland, OH has retained us to find their next Controller with construction experience. The ideal candidate will be a high performer, strategic, entrepreneurial, and collaborative.

## Key Responsibilities

### **Financial Reporting and Analysis**

- Prepare monthly, quarterly, and annual financial statements.
- Conduct job cost analysis, including tracking project budgets and cost variances.
- Present financial reports to the executive team and board of directors.

### **Budgeting and Forecasting**

- Develop and maintain annual budgets in collaboration with department heads and project managers.
- Monitor and analyze budget performance, providing insights and recommendations for adjustments.
- Prepare financial forecasts to assist in strategic planning and project bidding.

### **Accounting Operations**

- Oversee daily accounting operations, including accounts payable, accounts receivable, payroll, and general ledger.
- Ensure timely and accurate month-end and year-end closings.
- Maintain and enforce internal controls to safeguard company assets.

### **Project Accounting**

- Manage construction project accounting, including contract administration, billing, and collections.
- Ensure accurate recording of job costs, labor, materials, and subcontractor expenses.
- Track and report on project profitability and cash flow.

### **Cash Management**

- Monitor and manage company cash flow, ensuring sufficient liquidity for operations and project commitments.
- Oversee treasury functions, including banking relationships and investment activities

### **Compliance and Audits**

- Ensure compliance with GAAP, tax regulations, and construction industry-specific regulations.
- Coordinate and manage external audits and internal control assessments.
- Implement and maintain effective accounting policies and procedures.

### **Team Leadership**

- Supervise and mentor the accounting team, providing guidance and professional development.
- Foster a collaborative and productive work environment.

### **Systems and Process Improvement**

- Evaluate and enhance financial systems and processes to increase efficiency and accuracy.
- Implement new software or technology solutions as needed.



## Qualifications

- Bachelor's degree in Accounting, Finance, or related field (CPA or CMA preferred).
- Minimum of 7-10 years of progressive accounting experience, with at least 3 years in a managerial role.
- Strong knowledge of GAAP and construction industry-specific financial practices.
- Experience in construction accounting software and ERP systems (e.g., Sage 300, Procore, Viewpoint).
- Intermediate to Advanced Excel skills required
- Excellent analytical, organizational, and communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Knowledge of construction contracts, lien waivers, and AIA billing processes is a plus.

## About CBIZ Talent Solutions

**CBIZ, Inc. (NYSE:CBZ)** is a publicly traded, leading professional services advisor to middle market businesses and organizations nationwide. With unmatched industry knowledge and expertise in accounting, tax, advisory, benefits, insurance, and technology, CBIZ delivers forward-thinking insights and actionable solutions to help you anticipate next steps and accelerate growth.

As part of our commitment to delivering strategic business solutions, CBIZ Talent Solutions provides comprehensive, end-to-end support across the talent lifecycle—helping organizations identify, attract, and retain the talent needed to build high-performing workforces that drive long-term success. Learn more about our services at [CBIZ.com](https://www.cbiz.com).

### *Equal Opportunity Employer*

CBIZ is an equal opportunity employer and reviews applications for employment without regard to the applicant's race, color, religion, national origin, ancestry, age, gender, gender identity, marital status, military status, veteran status, sexual orientation, disability, or medical condition, or any other reason prohibited by law

## Application Process

CBIZ Talent Solutions is conducting this search on behalf of the client. All inquiries and applications will be managed in confidence.

### How to Apply

Email all resumes to the recruiter listed below.

## Contact Information

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Senior Manager

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