



Controller

Doyle Electric, Inc. – Baton Rouge, LA

Doyle Electric, Inc. is an established, 2nd generation Electrical Contracting firm focusing on enhancing our relationships locally in south Louisiana and leveraging our expertise in the commercial healthcare field. We are currently seeking dynamic, proactive individuals who understand the accountability, teamwork and trust that are required to excel in the commercial construction industry.

We are built on the legacy of our past, a legacy rooted in Excellence, Teamwork, Integrity, and Merit. We believe that this foundation provides an amazing opportunity for our company and for all our team members to make significant cultural and economic contributions to our communities, while maximizing our own personal and professional potential. We want to work hard AND play hard, and we believe that it is possible to have fun while delivering exceptional results and unparalleled service to our customers and teammates.

We are looking for highly motivated individuals who want to grow personally and professionally in the commercial construction industry, and who can enhance our culture of accountability, teamwork, and trust in a high-energy environment. Ideal candidates must be passionate about customer service and be able to operate in a highly collaborative environment that will require the management of a large flow of responsibilities and priorities at any given time.

Qualifications

Candidates are preferred to have a minimum of 4-5 years' of progressive accounting experience, preferably within the construction sector, and a 4-year business/accounting degree.

Ideal candidates embrace accountability and possess the ability to solve problems quickly, solid organizational and task priority skills, the ability to build and maintain solid relationships with a wide range of stakeholders and should exhibit attention to detail combined with outstanding communication skills.

Successful candidates will be expected to utilize Vista by Viewpoint (accounting/financial management software); Microsoft Office 365 (Word, Excel, Power Point, Teams, One Drive, and Project), and Bluebeam on a regular basis. Strong working knowledge of Microsoft Excel and Vista is preferred, and PC proficiency (Windows environment) is essential.

The position of Controller will report to the President and manage roles supporting payroll, accounts payable and receivable, human resources, and information technology.

Accountabilities

1. Client Relationships
2. Banking, Insurance, Bonding Relationships
3. Financial Files/Records
4. Company Culture



Core Competencies

1. Dedicated to Doyle Electric's (DE) Core Values and Purpose

CORE VALUES:

1. Excellence
2. Teamwork
3. Integrity
4. Merit

PURPOSE

Doyle Electric exists to provide opportunities for each employee to maximize their personal and professional potential and to allow us to collectively make significant cultural and economic contributions to the communities in which we live and work

2. Maintain Company, team and individual priorities to ensure overall Company profitability; full support to Company goals and success; full support to co-workers' success. Serve as an ambassador for Doyle Electric with clients, vendors and within the community at-large.
3. Ability to identify, evaluate and solve problems. Goal-driven with a strong sense of urgency. Comfortable with hitting deadlines.
4. Excellent communication skills, strong ability to multi-task. Strong electronic, written and verbal communication skills with an ability to articulate complex concepts in a manner that is easy to follow.
5. Lead by example:
 - a. Understand that we are a field-centric company, and all efforts must be to support project execution in the field
 - b. Passionately provide outstanding customer service to all clients, vendors, and team members
 - c. Commitment to conducting yourself in line with our CORE VALUES in all that you do

Key Responsibilities

1. Manage financial operations, including A/P, A/R, job cost accounting, WIP schedules, cash flow management and job cost tracking, budgeting, forecasting and analysis
2. Lead month-end close out procedures, including WIP process. Reconciliation of general ledger accounts. Calculations of unbilled receivables and preparation of WIP schedule. Prepare internal monthly financial reports by 15th of each month. Generate reports and schedules through job costing / accounting system.
3. Prepare monthly financial statement packages, which include review of general ledger, balance sheet and income statements; bank statement reconciliations; credit card reconciliations, creating and posting journal entries recorded to the general ledger
4. Review the process of company-wide payroll. Review of weekly job certified payroll reports and other government reporting as prepared by Payroll Administrator.
5. Process weekly withholding deposits and quarterly/annual payroll returns in accordance with current law; W-2 transmittal, FUTA and SUTA reporting.
6. Provide accounting support for indirect payroll expenses such as 401K withholding and group health benefits.



7. Assist in developing budget forecasts and monitor progress of work per cost account to ensure adherence to budget.
8. Assist in preparing special reports and pre-qualifications requested by the client and / or management.
9. Develop accounting standards and procedures and possess thorough knowledge of job costing software.
10. Manage vehicle files and schedules, including lists of registration renewals and notifications of recalls.
11. Process weekly 401K and HSA contributions.
12. Update cash statement at least once per week.
13. Review insurance billings and reconcile to GL accrual accounts.
14. Run weekly reports by project and department and distribute to team leads.
15. Provide Safety Director with reports for OSHA quarterly filings.
16. Complete all group insurance carrier applications and manage renewal/negotiation process.
17. Complete all property and casualty insurance carriers' applications and manage renewal/negotiation process.
18. Manage 401K, including census analysis and annual filings, and all other employee benefit plans.
19. Coordinate with CPA for all information needed for year-end review, including preparation of contract schedules and general ledger schedules.
20. Distribute budget worksheets to Department Managers annually; entry into Vista after review and approval by President.
21. Provide schedules for workers comp carrier for annual workers' comp audit.
22. Review, file and distribute corporate tax returns internally to Bank and Surety company.
23. File annual reports.

Doyle Electric offers competitive compensation as well as an industry-leading benefits package.