



Position: Controller

Location: Brooklyn, NY

Availability: Immediate opening for full-time position

Travel: Local

Relocation: Commensurate with experience and qualifications

Company Background

JT Cleary, Inc. is a leading marine construction and dredging company, based in New York City area. Founded in 1995, the company established a reputation for excellence and has grown steadily, developing loyal customers throughout the eastern seaboard. The company is expanding its operations, while maintaining its focus on safety, quality, innovation and growth. Visit www.jtcleary.com.

JT Cleary is part of the **Tully Group** (www.tullygroup.us). The Tully Group is one of the nation's largest privately held construction firms. For more than eight decades, the Tully Group has brought safety, quality and productivity to the construction industry. We bring expertise, significant financial strength and bonding capacity, to meet our customers' needs. We have extensive experience in a wide range of construction projects including marine construction, dredging, dam and reservoir, environmental, large utility, highway, bridge, airport, transit, site work, disaster and recovery and treatment plants. The Tully Group also has experience in operating asphalt plants, quarries, waste transfer stations, and recycling facilities. Since 1988, the Tully Group has experienced constant growth.

Tully Group is comprised of Tully Construction Company, Tully Environmental, JT Cleary and Thalle Construction Company. Tully Group is a family-owned and operated business, now being managed by the third generation of the Tully family. Our road to success has been built with ingenuity, strong leadership, quality workmanship and our employees. At the core of the Tully Group are our employees. Their professionalism, hard work, loyalty, integrity and dedication to quality and safety standards that have earned Tully Group its continued successes. Tully Group offers a full range of benefits, including major medical, dental, vision, short and long-term disability, life insurance, 401K with a company match and more. Excellence is rewarded!


Job Description

JT Cleary is seeking an experienced, competent, dynamic controller with relevant construction knowledge. The Controller supports the President and CFO in directing JT Cleary accounting functions and activities, maintaining financial records, preparing financial reports, and evaluating operating results against costs, budgets, trends and profits. The Controller leads the A/P function and its employees, and manages the division budget, and is therefore fully responsible for related fiduciary and personnel decisions.

Responsibilities include:

- Complete daily company cash flow analysis and associated reporting, including cash on hand, borrowing, accounts payable aging and anticipated accounts receivables.
- Reconcile daily cash on hand and deposits.
- Conduct account research and analysis as necessary.
- Prepare monthly corporate financial statements.
- Assist in review of externally prepared annual financial statements and audits at year end.
- Maintain the General Ledger, including bank statement reconciliation, posting daily and month GL entries, and review and reconciliation of GL accounts.
- Complete state tax reporting and tax return filings as required (on monthly and/or quarterly basis).
- Generate annual 1099s.
- Supervise the Accounts Payable function, including selection, development and performance management of Project Accountants and Administrative Assistant/Receptionist.
- Conduct regular meetings with staff to review progress, discuss issues and resolve problems.
- Issue account payments and complete check runs.
- Record and monitor all accounts receivables and maintain A/R filing system.
- Set up owner accounts for new projects.
- Review accounting processes and procedures and evaluate for improvement.
- Recommend and/or implement new/improved field, office and interdepartmental controls as necessary.
- Prepare and maintain accounting department procedures manual.
- Complete corporate and project cash flow projections and budget forecasting.
- Prepare projected cash flow schedule and update as required.
- Assist CFO with annual budget projections and budget development.
- Develop, manage and report on division budget.
- Other duties, as assigned
- Conduct business with 100% integrity and professionalism.

Qualifications

- Bachelor's degree in Accounting or Finance
 - 5-7 years of construction accounting experience
 - Payroll and tax reporting experience.
 - Knowledge of finance, accounting, budgeting, and cost control principles, including Generally Accepted Accounting Principles.
 - Proficiency in Microsoft Outlook, Word and Excel
 - Knowledge of Timberline financial and accounting software
 - Knowledge of Federal and State financial regulations.
 - Ability to analyze financial data and prepare financial reports, statements and projections.
 - Position requires independent judgment and ability to resolve most work issues without management guidance.
 - Heavy civil marine construction experience
 - Strong analytical skills
 - Time management skills
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- Organization and planning skills
- Strong attention to detail
- Ability to multi-task
- Leadership skills
- Strong oral and written communication skills
- Occasional travel to job sites required
- Work may require occasional weekend and/or evening work.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

JT Cleary is an equal opportunity employer, E-VERIFY and drug free workplace.

