



## **VICE PRESIDENT FINANCE AND ADMINISTRATION**

### **Client Information**

Our client, The Berlin Steel Construction Company located in Kensington, Connecticut has been recognized as a leader in the Northeast in the areas of structural steel erection, fabrication, and miscellaneous metals for over 100 years.

The Vice President of Finance and Administration will report to the President/Chief Operating Officer and will be a key member of the company's executive team. This position will provide an attractive six figure base salary complimented by incentive programs, ESOP participation, company car and an outstanding benefits program.

### **POSITION RESPONSIBILITIES**

- Directs a diverse and multi-location organization that provides financial, business, and administrative support services which are fundamental to both the conduct of each division's operations and the achievement of their operational and financial objectives. Directs the development, implementation, operation, maintenance, and control of essential business, information, and operations support systems for efficient operation of the company's current operations and to achieve long-range business goals.
- Direct and oversees all the financial activities of the corporation including preparation of current financial reports as well as summaries and forecasts for future business growth and general economic outlook.
- Responsible for the timely and correct interpretation, implementation and/or maintenance of divisional and corporate financial policies, practices and procedures, including provision of effective controls and audit capabilities. Responsible to direct a continuing review of the division's accounting practices to ensure their correctness, appropriateness, and conformance to generally accepted accounting principles, and all requirements associated with applicable law. Manages all General Ledger, Payroll and Job Cost accounting duties.
- Directs the preparation of all financial reports, including income statement, balance sheets, bond report, monthly divisional financial reports, reports to ESOP shareholders, tax returns, and reports for government regulatory agencies.
- Meets regularly with other Vice Presidents/Department Managers to review financials, to make bond report adjustments, and to offer advice on areas of opportunity for financial improvement.
- Reviews reports to analyze projections of sales and profit against actual figures, budgeted expenses against final totals, and suggests methods of improving the planning process as appropriate.
- Manages/monitors budgeting and spending for capital improvements and expenses.
- Analyzes company operations to identify opportunities and risks.

- Studies long-range economic trends and projects company prospects for future growth in overall sales and market share, opportunities for acquisitions or expansion. Estimates requirements for capital, land, buildings, and an increase in the work force.
- Supervises investment of funds; works with banks and/or investment bankers to raise additional capital as required when necessary.
- Manages job cost system and ensures through monitoring that data is timely and accurate and that procedures are effective for proper analysis and comparison of costs vs. estimates.
- Manages collections and cash flow and provides proactive methods for reducing aging.
- IT Function – Responsible for the cost effective maintenance, development/implementation and administration of technology services for the finance area. Work closely with in-house IT Specialist along with consultants to ensure satisfactory functionality. Collaborate strategically with executives and managers to research, implement and maintain the best functional information technology that provides for interconnectivity of our multiple locations.
- Administrative Function – Responsible for the support needs of staff
  1. Manages all aspects of the ESOP and pension programs.
  2. Manages facilities needs, repairs and improvements.
  3. Responsible for all aspects of automobile fleet policy and management.
  4. Responsible for environmental compliance at all locations.
  5. Responsible for disaster recovery program and training for all locations.
  6. Assist with insurance benefit selections and administration needs.
  7. Assist in managing marketing materials, i.e. printed media, website, etc.
- Provide financial and administration leadership regarding principles, practices and methods of corporate/business finance and accounting; financial consolidation; principles and practices of financial management, including budgeting, cash management, data analysis, reporting and auditing. Good working knowledge of GAAP, federal, and state tax reporting methods and obligations. Prior experience with ESOP companies desired, but not required.
- Create a high performing, customer-focused financial organization that demands excellence and where openness, teamwork, creativity, innovation and speed are the shared values by which the company consistently operates.

## **IDEAL CANDIDATE PROFILE**

- At least 20 years of increasing experience in administration and financial management with increasing responsibilities for multi-faceted direction and planning. Ability to conceptualize long-term business goals and develop processes/procedures to implement these goals.
- Experience with managing and providing standardization for multi-regional offices and subsidiaries.
- Construction experience preferred.
- Master's degree in Business Administration or Certified Public Accountant (CPA) designation preferred.