

**Description**

Pure Power Engineering is seeking a highly experienced, analytical, and forward-thinking leader with experience developing, implementing, running, & leading the finance and accounting department of a growing engineering firm. The ideal candidate will balance day-to-day management of the accounting team executing the work, while looking to the future and building processes & capabilities to enable continued growth (doubling in size every 3 years).

This role leads initiatives across the corporate and operations accounting teams to ensure a high degree of collaboration and consistency, with clear lines of communication and clearly aligned goals.

The ideal candidate will direct accounting and financial operations, while collaborating with executives, HR, and sales teams. They will report directly to the Vice President Operations.

**Candidate's Previous Experience:**

Candidate can demonstrate experience and abilities for the following:

- Managing accounting, finance, and tax operations of an engineering or a professional services firm.
- Leadership in an engineering or professional services firm, with a finance department of 10+ people supporting a firm of 200+ people.
- Managing external relationships with financial institutions and outside accountants.
- Excellent financial management and organizational skills.
- Experience with S Corporations.
- Responsible for designing and implementing budget and financial planning processes.
- Cash flow management and strategy.
- Knowledge and management of payroll tax registrations in local jurisdictions.
- A solid financial foundation. You feel comfortable diving into details and interacting with the accounting team at all levels of seniority as required.
- Balancing the coordination of fast-paced daily priorities with important, longer-term strategic efforts.
- Ability to unlock insights into the organization's financial results, managing risks, and providing data informed analyses and issue resolution.
- Partnering with HR on the annual benefits renewal process.
- Coaching and giving feedback, developing employees' hard and soft skills.
- Assisting HR with hiring, developing, and retaining top talent for the department.
- Minimum of 15 years of relevant work experience, including 3+ years in a management role supporting teams of 10+.
- Excellent communication and relationship building skills.
- A successful record of accomplishment in setting priorities; keen analytic, organization and complex problem-solving skills which support and enable sound decision making, with the desire to brainstorm future-thinking ideas.
- Soft Skills: Exceptional leadership qualities, including motivation, conflict-management, & high EQ.
- Energized by change and change management. Ready to bring in innovative ideas and fresh perspectives on how we approach finance and accounting from initiation to execution.

## **Responsibilities**

### **General**

- Senior leader overseeing the accounting, finance, and tax functions for the company from process, and people management perspective.
- Provide leadership in a manner which will continue to ensure a cohesive and collaborative environment consistent with PPE's culture & values.
- Sets the tone for day-to-day inner workings, manages expectations of senior management, the accounting team, and the engineering teams, and ensures a positive, productive atmosphere.

### **Finance and Accounting Oversight**

- Cash flow management.
- Oversee weekly payroll processing, manage local payroll tax registrations.
- Analyzing financial performance.
- Overseeing annual financial audit and tax filings.
- Annual tax planning and support of tracking cash basis tax position.
- Design and implementation of planning and budgeting processes.
- Directing financial planning and strategy.
- Preparing forecasts and comprehensive budgets.
- Assessing, managing, and minimizing financial risk.
- Define/refine operational KPIs that drive bottom line growth, drive accountability of performance against metrics.
- Ensuring we have the right people and the right action plan in place for success.

### **Communication**

- Maintain clear communications with staff regarding operational practices, goals, objectives, and performance.
- Liaison between the Vice President Operations and the Accounting team while maintaining a clear organizational reporting structure detailing the relationships and responsibilities of all positions consistent with the strategic growth of the Company, while holding the team accountable for execution.

### **Cross Function Collaboration**

- Collaborate with the HR, engineering teams, and sales team leads, sharing knowledge.
- Ensure seamless communication and teamwork across all teams.

### **Reporting**

- Analyze various finance operations reports to identify trends in all business areas, including employee staffing levels and organizational growth.
- Develop and implement processes to ensure timely delivery of all financial reports.

## Training/Coaching

- Mentoring and training the Accounting team in all aspects of their function but, as importantly, growing them into strong leaders.
- Helping to expand the size and capabilities of the team by building, training, and developing a team of A players in all levels of accounting and finance through ongoing career development.
- Work with HR to recruit and ensure the department is properly staffed.
- Observe managers' performance using qualitative and quantitative measures.
- Identify high performing staff members and provide career path and advancement plans.
- Develop training programs for hard & soft skills specific to the accounting and finance team.

Other tasks as assigned.

## Requirements

### Required experience

- 10+ years in a senior accounting/finance management position.
- 5+ years at an engineering or professional services firm.
- Degree in accounting, finance, or relevant field.
- Worked with an outside accounting firm for annual audits, financial statements, and tax preparation.
- Experience with financial accounting systems, Microsoft Dynamics F&O, a plus.
- Experience leading and developing a high performing team.
- Highly organized and solution oriented.
- Excellent communication, research, problem-solving, and time management skills.
- Efficiency and accountability.
- Attention to detail.
- Ability to build relationships with employees, including those in leadership roles.
- Self-starter and able to work efficiently under pressure.

### Preferred experience

- CPA and/or MBA.
- Developing and maintaining bank relationships.
- Experience with cash basis accounting for tax filings.
- Heavy involvement in development and maintenance of the Financial Planning & Analysis process.