



McCarey's

LANDSCAPING, INC.

845.355.7500

NYSWBE · NYCWBE · DBE

CHIEF FINANCIAL OFFICER

FULL-TIME POSITION

LOCATION: MIDDLETOWN, NY

MUST HAVE BACKGROUND IN CONSTRUCTION INDUSTRY

The ideal candidate will be responsible for ensuring consistent corporate financial strategy through a range of avenues such as managing and allocating accounts, financial statements, spreadsheets, AIA documents, schedule of values, and tax data. The candidate will also be the point of contact for banks, auditors, tax authorities, and accountants.

RESPONSIBILITIES

- Assist with project management, project management software
- Oversee accounting, bookkeeping, payroll, budget forecasting
- Cash flow management
- Supervise accounts receivable and payables, lien waivers & pay applications
- Coordinating insurance
- Prepare daily, weekly, and monthly financial reports
- Continuous update of work-in-progress (wip) schedule
- Ensure government compliance in all tasks
- Close books and prepare month-end financials
- Prepare all year-end financial reports and schedules for auditors
- Oversee tax reporting and compliance

QUALIFICATIONS

- **Construction Experience is a PLUS!!**
- Bachelor's degree in Accounting or Finance 5+ years' experience
- Proficiency with current financial software
- Understanding of US GAAP
- Leadership Qualities
- Quickbooks

BENEFITS/SALARY

- 401(k)
- Health Insurance
- Paid time off
- Negotiable, commensurate with experience
- Job Type: Full-Time

**IF INTERESTED IN THIS POSITION, PLEASE EMAIL YOUR RESUME TO:
DONNA MCCAREY DONNA@MCCAREYLANDSCAPING.COM**