

Controller, Financial and HR Manager

The Financial and HR Manager will be responsible for managing the company's financial statements, payroll, HR and benefits management, accounts payable, accounts receivable, 401(k) management, insurance renewals and audits, and year-end documentation. This role requires a detail-oriented and proactive individual who can ensure accurate financial reporting, efficient payroll processing, and effective HR management. May lead to a Chief Financial Officer position.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or Business Administration required.
- Minimum 5 year's experience overseeing financial management, payroll processing, and HR functions.
- Proficiency in accounting software and Microsoft Office Suite.
- Strong organizational skills and attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Excellent communication and interpersonal skills.

DESIRED SKILLS/PERSONALITY TRAITS:

- Experience working closely with a business CPA
- Experience with insurance renewals and audits.
- Knowledge of 401(k) plan administration.

SALARY:

- Based on experience and qualifications

DUTIES & RESPONSIBILITIES:

1. Financial Statements:
 - Manage and prepare monthly financial statements.
 - Oversee cash management, including maintaining bank account balances and preparing weekly cash sheets for partners.
2. Payroll:
 - Manage employee records and process semimonthly payroll.
 - Handle quarterly payroll taxes and year-end reports, including W-2s.
3. HR and Benefits Management:
 - Facilitate the onboarding of new employees and manage annual open enrollment for benefits.
4. Accounts Payable:
 - Process all incoming invoices and verify subconsultant invoices against projects.
 - Handle vendor semimonthly payments and prepare year-end 1099s.
5. Accounts Receivable:
 - Create and manage project contracts and handle monthly invoicing.
 - Oversee collections, cash receipts, deposit statements, and prepare weekly aging reports for partners.
 - Monitor and manage project budgets.

6. 401(k) Management:
 - Oversee employee enrollment in the 401(k) plan and manage monthly reports.
 - Prepare quarterly and year-end documents for the accountant.
7. Insurance Renewals and Audits:
 - Manage renewals and audits for general liability, auto, professional liability, and Colorado Workers' Compensation insurance.
8. Year-End Documents:
 - Prepare and submit tax documents to accountant and compile research and development

WORK ENVIRONMENT:

- This position located in Cheyenne, WY

BENEFITS:

- Paid Time Off
- Year End Merit Bonus and Yearly Profit Sharing
- 7 Paid Holidays
- Health, Vision, Dental, and Disability Insurance
- Wellness Plan/Whole Life Insurance
- 401 K plan after 6 months of service with a 3% employer match

Application Process:

Please submit your resume and a cover letter outlining your qualifications and experience to emmons@avipc.com

AVI PC is an equal-opportunity employer and values diversity in the workplace. We encourage all qualified individuals to apply.