

## Position Opening

<b>Position:</b>	Controller	<b>Location:</b>	Scottsdale, AZ
<b>Opening Date:</b>	Jan 31, 2023	<b>Grade:</b>	12 Exempt
<b>Closing Date:</b>	Until Filled	<b>Wage:</b>	DOE

### **Mission & Values**

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

### **Primary Job Function:**

The Controllers' responsibilities will include assisting the Vice President of Finance in establishing principles, practices and procedures regarding accounting controls and to assist in the complex reporting requirements of the company. More specifically, they will be responsible for directing accounting office services and internal/external audit activities for a specific business unit function or combination thereof. In addition to developing, analyzing and interpreting statistical data to appraise operations, preparing financial statements and other reports important to management and outside constituencies.

**Please see below a brief summary job description.**

### **Essential Requirements:**

- Able to travel, when necessary, to customer and Phoenix Cement operations sites
- Dependable and self-motivated, with regular attendance and punctuality

### **Knowledge, Skills and Abilities:**

- Bachelors degree in Business Administration or Finance; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved
- Certified Public Accountant (CPA) preferred
- Able to read and write for record keeping and documentation with attention to detail
- File numerically and alphabetically
- Perform math and accounting at a highly skilled and proficient level
- Work with a high degree of confidentiality
- Prior experience supporting and working with upper level management
- Able to type, use ten-key by touch
- Intermediate knowledge and experience with Microsoft Word, Excel, Outlook, PowerPoint
- Prioritize work load and function under pressure when dealing with numerous staff and tasks
- Good interpersonal skills and effective communication skills
- Communicate clearly with customers, vendors, outside professionals and co-workers in a courteous and professional manner
- Understand and follow all company policies and guidelines
- Maintain a valid Arizona driver's license and acceptable driving record

### **Duties and Responsibilities:**

- Supervises and reviews activities of accounting staff as assigned by the Vice President of Finance
- Plans, schedules, allocates and prioritizes workload to meet operating requirements
- Develops, implements and revises work methods and procedures
- Establishes, monitors and ensures adherence to quality and quantity standards
- Recommends departmental policy development and revision to supervisor; updates related departmental manuals
- Recommends organizational adjustments to efficiently and effectively accomplish assigned objectives
- Initiates or coordinates the preparation of reports and maintenance of records pertaining to the operation of the business unit



100% AMERICAN™

**PHOENIX CEMENT**

**SRMG / Phoenix Cement Co.  
8800 E Chaparral Rd Ste 155  
Scottsdale AZ 85250**

**ph: (480) 850-5757**

## **Position Opening**

- Assists with the more specialized and difficult work activities of others in the department
- Ensures reliability and accuracy of departmental computer data bases and/or paper files
- Maintains the general ledger and all related accounts with proper documentation and records of all Company transactions; prepares or reviews entries to the general and subsidiary ledgers to assure accuracy and compliance with the Company's established accounting principles. Responsible for monthly and year-end closing of the general ledger, including preparation of journal entries
- Administers preparation of interim, year-end and comparative financial reports; performs and provides analysis of current results to prior periods and/or budget. Prepares required government reports as directed by the Vice President of Finance and responds to inquiries as necessary
- Coordinates with Purchasing on vendor setups, IRS tax I.D. verifications
- Updates and maintains the UCC lien checklist
- Reviews and approves payments through the online bank software
- Accesses and reviews transactions in multiple software applications for reconciliations
- Stays current with developments, practice trends and promulgations in the accounting profession; monitors accounting systems and recommends new or revised policies and procedures
- Prepare specialized reports requested by owners including detailed inter-company transaction listings
- Maintains fixed asset records and control; determines depreciation terms/rates to apply to capitalized items
- Coordinates year-end regular financial statement, internal audits and 401k plan audits and prepares schedules and documents for independent auditors. Assists owner's internal auditors when necessary
- Works with VP of Finance on special projects as required
- Perform other work as assigned by immediate supervisor

To Apply: Email your resume to [dpeters@srmaterials.com](mailto:dpeters@srmaterials.com) or by fax 623-263-1683

*Salt River Materials Group (SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.*

***Salt River Materials Group preferentially hires Native Americans.***