



## **Job Description: Controller**

Department: Accounting & Finance

Reports To: Chief Financial Officer (CFO)

Location: Houston, Texas

### Job Summary:

DC Partners seeks a skilled and experienced Controller to lead our accounting team and ensure accurate financial reporting and compliance. The ideal candidate will have a strong understanding of construction accounting principles, full-cycle accounting processes, and the ability to manage, train, and develop a team. This is both a hands-on and leadership role.

### Key Responsibilities:

- Oversight of Financial Close: Lead the monthly, quarterly, and annual financial close processes, ensuring accuracy, timeliness, and adherence to Generally Accepted Accounting Principles (GAAP).
- Construction Accounting: Provide expertise in construction accounting, including job costing, WIP (work-in-progress) analysis, change order management, percentage of completion accounting, and AIA billings.
- Team Management: Supervise, mentor, and train accounting team members ensuring their development and adherence to best practices.
- Financial Reporting: Prepare and analyze financial statements (balance sheet, income statement, cash flow), providing insightful commentary to senior management.
- Internal Controls: Design, implement, and monitor robust internal controls to safeguard assets and ensure financial reporting integrity.
- Tax Compliance: Collaborate with external tax advisors to ensure timely and accurate tax filings and compliance.
- Process Improvement: Identify and implement process improvements to enhance efficiency and accuracy within the accounting function.
- Special Projects: Lead and participate in ad-hoc projects as needed, such as system implementations, audits, or due diligence.

### Required Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- 7+ years of progressively responsible accounting experience, with a minimum of 3+ years in a construction accounting environment.
- CPA (Certified Public Accountant) designation is strongly preferred.
- Demonstrated experience in full-cycle accounting processes, including month-end close.



- Deep knowledge of construction accounting principles and practices.
- Proven ability to lead, manage, and develop staff.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and commitment to accuracy.
- Proficient in accounting software systems

To Apply:

Interested candidates should submit their resume and cover letter to [rciv@dcpartnersusa.com](mailto:rciv@dcpartnersusa.com) and CC [parel@dcpartnersusa.com](mailto:parel@dcpartnersusa.com)