

# Business Manager / Controller

## Liftech

LIFTECH CONSULTANTS INC.

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### **BUSINESS MANAGER/CONTROLLER**

Liftech is a structural engineering consulting firm of about 30 staff specializing in cranes, marine structures, and other complex structures. Our worldwide clients include owners, engineers, operators, manufacturers, and contractors. We have a Wholly Foreign Owned Enterprise (WFOE) in China, Liftech Shanghai Limited. Our firm is over 55 years old and still maintains its core values of integrity, ingenuity, and client service.

We are seeking an experienced Business Manager / Controller to join our team in Oakland, California. Strong financial analysis, communication, and organization skills required. Should be highly motivated, have a positive attitude, and be proficient at working in a team environment and independently. We offer a competitive salary and benefits, flexible working hours, and a hybrid work environment with some remote work allowed. Possible job advancement to Chief Financial Officer.

### **Summary**

Work with firm Principals to manage and coordinate the firm's financial plans and policies along with its accounting practices. Manage accounting and administrative staff of about five people. Must have experience in a wide range of accounting-related tasks and be able to work independently with little or no supervision.

### **Responsibilities**

Able to take on some of the following responsibilities immediately and be trained for others depending on the candidate. Outgoing personnel will be available to help with training.

Manage financial systems with assistance from others, e.g., banking, A/R and A/P processing and monitoring, leases, employee benefits and payroll through TriNet, preparing wire transfers, insurance audits, compliance with foreign and state licenses and registrations.

Develop required accounting and financial data for the firm, e.g., property taxes, calculating overhead multipliers including for FAR review, preparing monthly budgets and year-end financial reports for review by firm Principals, including working with Principals to develop testing compliance and eligibility for 401(k) accounts.

Interface with outside accountants as necessary, including for our Liftech Shanghai Limited WFOE company in China, including coordinating overhead expense monitoring, tax planning, and document control for legal documents.

Monitor monthly financial reporting including expenditures, G/L distributions, and ratio analysis.

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Provide input to firm Principals on tax planning, including monitoring and reporting for states where we are required to file income taxes.

Participate in developing annual budget with firm Principals.

Develop and maintain depreciation and property tax schedules, review depreciation schedule and inventory including monitoring cash flow.

Lead government and client audits. Assist with any insurance claim processing. Serves as local agent for process service for any legally filed claims. Assist with financial-related aspects of project proposals, such as historical cost data, overhead multipliers, and SF330s.

Oversee invoice process using Ajera. Assist Project Managers with fee budgeting and monitoring.

Create reporting tools or inquiries in the Ajera accounting software system or provide input in other financial manager or monitoring application systems.

Knowledgeable about insurance policies including processing renewal applications and monitoring certificates.

Manage and supervise accounting and administrative staff. Responsible for recruiting, training, mentoring, and performing annual reviews and making compensation recommendations. Delegate tasks to staff: monitor, offer guidance and coaching to ensure successful outcomes.

Stay informed on office policy legal requirements and interface with TriNet and legal services as needed related to personnel issues.

### **Qualifications**

Bachelor's degree in accounting or finance, CPA preferred

Prefer a minimum of 10 years of relevant financial and accounting experience, potentially less with a demonstrated history of excellent performance in a similar role

Team player with excellent written, verbal, and interpersonal communication skills

Strong leadership skills and ability to delegate

Strong problem solving and organization skills

Able to take initiative and work independently

Knowledge of HR management practices and procedures

Extensive knowledge of Ajera accounting system helpful

Expert skills in most Microsoft Office applications, especially Excel and Word

A&E industry experience preferred

### **Contact**

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