



## Quality Actions for Quality Clients

Enid, OK - Oklahoma City, OK

**Now Hiring!**

# Controller/CFO

[Envirotech Engineering and Consulting](#) is a full-service design engineering, environmental consulting, and geotechnical services firm servicing public and private clients throughout the United States.

We are celebrating over 30 years of exceptional service to our clients, our talented team members, and their families. Our outstanding growth has been a direct result of our team members' commitment to our Mission of **Quality Actions for Quality Clients**.

If the following sounds like you, we suspect you will thrive in this role:

- The position is the company's chief accountant and is responsible for financial and managerial accounting.
- This key position is responsible for management, interpretation, and responses to accounting data.
- Project cost responsibilities include observing and calculating the actual cost of company operations; identifying aspects where costs can be cut; and creating detailed reports so that the management may make informed decisions.
- This position manages ENVIROTECH'S cash flows and aids in developing new regional offices, service departments, and service lines to ensure each is set up in an efficient and cost effective manner.
- This position oversees the administrative department.
- A bachelor's degree in Accounting and 10-years of experience in an engineering or scientific based organization.

### **Our Team is looking for a new team member who possesses the following skills:**

- Manage day-to-day financial and office activities including accounts payable, accounts receivable, payroll, staff direction, and workload distribution.
- Analyze trial balance ensuring that all accounts are reconciled accurately and necessary adjusting journal entries and accruals are recorded.
- Produce monthly financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Prepare and analyze financial statements by cost center.
- Review and approve annual budgets and evaluate variances.
- Assist in developing bid amounts for larger proposals.
- Review and interpret corporate contracts and monitor compliance.
- File quarterly and annual payroll tax reports and other various reports required by regulatory agencies.
- Consult with tax accountant to develop tax savings strategies for the corporation and its owners.
- Anticipate cash flow and capital expenditure needs.
- Prepare corporate minutes and maintain corporate legal files.

### **Personal and organizational skills:**

- Must work independently and participate as a productive member of the team

- Must be honest, reliable, and possess a high level of integrity and trust
- Must possess customer service skills for both internal and external customers
- Strong organizational skills, including time management
- Demonstrate strong analytics and financial acumen
- Leadership
- Detail oriented
- Strong verbal and written communication skills
- Strategic minded

**Reasons to join our team:**

- A working environment full of dedicated coworkers, and a team of organizational leaders focused on ensuring you have the tools necessary to succeed!
- Envirotech is EEOC compliant and certainly encourages America's military veterans to apply.
- Opportunities for advancement and development.
- Family-owned business and atmosphere.
- Variety of interesting assignments, projects, and work locations.
- Envirotech invests in your development and training. You may receive company-paid training to receive certifications in relevant areas.



**Questions? Contact [info@envirotechconsulting.com](mailto:info@envirotechconsulting.com)**