

## About Uni-Systems Engineering

Uni-Systems Engineering is a leading designer and advocate of kinetic architecture. We create transformative, mechanized structures that change with climate, need or purpose. The Project Controller with Uni-Systems Engineering will work closely with project managers, accounting personnel and the executive management to successfully manage profitable projects involving large moveable architectural elements of buildings, such as mechanized retractable roofs of stadiums.

### Job Title      **Project Controller**

#### Job Summary

Perform a wide variety of financial and accounting activities including job costing/project management, general ledger reconciliation, and sales and use tax reporting. Create and maintain project specific information in the financial accounting system. Work with project managers to develop, maintain and analyze budgets. Run reports and conduct project status review meetings with project managers and management. Gather information from project managers to predict revenues and expenditures and submit report to management. Continually monitor costs and other financial and budgetary data.

#### Responsibilities

- Support the Project Teams and meet regularly to discuss all facets of the project in order to define and update project budgets, forecasts and resulting cost-to-complete
- Create and run reports on demand including weekly scheduled reports for management review
- Reconcile GL Asset, Liability and Indirect accounts monthly; make journal entries to correct entry errors
- Prepare Sales Tax Reconciliation – for all sites, including complete review of all project expenses that qualify for sales tax liability on a quarterly or monthly basis, depending upon the state. Complete all state sales and use tax forms; make automatic payments of use tax due
- Accounts receivable – run an accurate AR system including all billings and deposits
- Create and update Cash Flow and Net Income Projection reports for management financial review
- Conduct monthly Project Status meetings with project managers and executive management
- Create Labor Utilization Analysis on a monthly basis for management review
- Examine budget estimates for completeness, accuracy and conformance with procedures
- Provide back up support as needed to other accounting personnel and department responsibilities
- Assist in providing coaching and oversight to the accounting team

#### Benefits of Employment

- Competitive Pay
- Opportunity for Growth
- Medical and Dental Insurance
- Life Insurance
- ST and LT Disability Insurance
- 401K Retirement plan
- Generous Paid Time-Off (PTO) plan

## Job Requirements

### Education and Experience

- Bachelor's degree in Accounting
- Career interest Project/Cost Accounting
- Microsoft Dynamics NAV – ERP experience beneficial

### Knowledge

- Knowledge of general ledger and accounting principles
- Provide advice and technical assistance with cost analysis, fiscal allocation and budget preparation.
- Knowledge of systems and processes to tackle complex problems as they arise. A capacity for analysis and solid financial skills including detailed and accurate financial reporting.

### Skills and Abilities

- Must have experience with Microsoft Office software with advanced skills in Excel
- Microsoft Dynamics NAV and Jet Reporting experience preferred
- Ability to handle multiple projects simultaneously and meet deadlines by setting priorities with work projects
- Skilled at using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Excellent verbal and written skills to communicate effectively with management, employees, vendors, and customers
- Analytical thinking and attention to detail are imperative to success in this position

### How to Apply

Please send resumes to the attention of Renee Werner, HR. Generalist at:  
[rwerner@uni-engineer.com](mailto:rwerner@uni-engineer.com)

Uni-Systems Engineering is an equal employment opportunity employer  
Candidates must be legally authorized to work in the United States without sponsorship for employment visa.

**Thank you for your interest in Uni-Systems Engineering Inc.**