



An AiA Industries Company

## **JOB DESCRIPTION**

### **Vice President of Finance and Accounting**

**Location:** Denver, CO  
**Reports to:** President  
**Status:** Exempt  
**Supervisory Responsibilities:** Yes, accounting and HR personnel

**Position Overview:** The successful candidate will be a strategic individual with 5-10 years of managerial accounting and financial management experience in a rapidly growing environment. You consider yourself on a CFO career track.

#### **Essential Functions and Responsibilities:**

- Directing all aspects of accounting operations, overseeing all transactions related to general ledger, receivables, payables, payroll and financial reporting.
- Analyzing company's financial results with respect to profits, trends, costs and compliance with budgets. Issue regular status and ad hoc reports to senior management.
- Providing strategic guidance around capital financing options to support company growth needs.
- Developing and coordinating all relationships with lending/financial institutions.
- Developing and maintaining all necessary accounting policies and systems, including general ledger and financial reporting. Ensuring that records are maintained in accordance with generally accepted accounting principles. Oversee contract bookkeeper.
- Assisting senior management in financial planning and results management. Work with other team members to understand revenue and cost drivers and define appropriate reports for tracking.
- Coordinating, preparing and reviewing monthly, quarterly, and annual reports.
- Coordinating and/or preparing tax schedules, returns and information.
- Managing relationships with insurance providers and ensuring compliance.
- Managing all tax planning and compliance with all required federal, state, local, payroll, property and other applicable taxes.
- Managing cash flow.
- Building an accounting department as the company grows
- Interacting with board of directors.
- Other finance and administrative duties as required.

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

- 7-10 plus years of managerial accounting and financial management experience.
- Experience working in a growing environment strongly preferred.
- Recent experience scaling a finance operation from inception to at least \$40 million in annual revenues.
- Strong organizational skills, attention to detail, ability to prioritize and meet deadlines.
- Experience in manufacturing and construction businesses with percent complete billing and activity-based project costing
- Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines.

- Ability to work with minimal supervision, and efficiently manage tasks and time.
- Merger and acquisition finance experience.

**Required Education and Experience:**

- Bachelor's degree in Accounting, Finance or Business. CPA and/or CMA preferred but not required.
- Basic skills in Microsoft Office products (Excel, Outlook, Word, PowerPoint)
- Basic skills in Microsoft Dynamics GP

**About DĀLYTE**

DĀLYTE, an AiA Industries company, has served the architectural and construction market since 1977 designing, constructing, and installing architectural and structural skylights.

Everyone deserves a little DĀLYTE. This philosophy is at the heart of what we do, bringing everyone DĀLYTE by providing unique natural lighting solutions through construction, engineering know-how, and thoughtful design. As "daylight engineers" we are committed to achieving our goal of connecting nature and living spaces, so that people can enjoy a more productive and happy life. Unlike other daylighting companies, we have a passion for creativity and a commitment to remaining customer centric.

We believe in the values of quality, integrity, passion, collaboration, and beauty, and embody these values in every project we take on. We do this because we know how connecting to nature can increase a person's quality of life.

**Apply for this position by submitting the following information to [careers@dalyteusa.com](mailto:careers@dalyteusa.com):**

- Cover Letter
- Resume with full employment history
- Salary requirements

For additional information, please visit [dalyteusa.com/careers](http://dalyteusa.com/careers)

*AiA Industries, LLC dba DĀLYTE is an Equal Opportunity Employer (EOE)*