



Chief Financial Officer (CFO)

ABOUT US:

J. Davis Construction is a full service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

POSITION SCOPE:

Reporting to the CEO, oversee all financial aspects of J. Davis Construction and act as a true business advisor to partner on strategic and tactical decisions that will drive the business. Direct all financial planning and analysis, accounting, controls, tax, risk management, financial systems, human resources and information technology. Develop and implement strategic sourcing.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Oversee all financial activities of the business including accounting, reporting, analysis, planning, budgeting, and forecasting as a company whole and by division.
- Oversee all liquidity management, banking, cash management and forecasting, collections and related activities including having strong working relationships with external banks, leasing companies, other financing sources and outside accounting firm. Ensure the most effective returns on company investments and utilization of cash.
- Develop, establish and implement policies and procedures to ensure the financial controls are managed in line with corporate objectives and regulatory and contract requirements of the various locations where the company operates.
- Assist Division Managers and other leaders develop strategic plans and direction of the company by preparing and presenting relevant financial information. Provide insight to Operations, Business Development and Sales staff to improve their knowledge of the financial drivers of the business. Conduct profitability analyses to identify, understand and recommend opportunities to improve top line growth and increase bottom line profitability.
- Oversee the timely preparation and dissemination of all financial reporting and analysis to internal and external. Ensure such financial reporting tracks actual operational performance against monthly, quarterly and annual plans to geographic, route, truck and customer level reporting. Provide reports meeting senior management's and private equity ownership's need for timely information.
- Design and institutionalize key performance metrics throughout the company; identify trends, anticipate issues and actively participate in the development of solutions.

- Identify and/or evaluate various growth opportunities relating to the expansion of the company including acquisition, capital budgeting and financial and business review of new initiatives and strategies, pricing engines and strategies, and customer profitability analysis.
- Lead all relationships in the area of investor relations, tax, audit and lender support including covenant reporting, compliance filing, forecasting and testing.
- Provide risk management services to ensure the company has proper insurance coverage for all its business needs; conduct risk assessments of new business ventures and make appropriate recommendations to mitigate risk as needed. Oversee the insurance claims management processes and ensure cost effective handling of unsettled and open claims.
- Develop and implement a capital budgeting and ROI analysis capability for new vehicle purchasing and all other major investment activity. Provide project implementation support for mobile transaction processing, asset management and data capture initiative.
- Oversee the preparation of all required federal, state and local and sales tax returns ensuring that the accuracy of information filed along with taking advantage of all possible statutory ways of reducing tax liabilities. Ensure all required documentation is accurate and properly filed. Ensure that audits are conducted and issues identified are adequately addressed in a timely manner.
- Directly oversee and lead the Information Technology and Human Resources organizations ensuring appropriate services are provided that are aligned with strategic and operational goals of the company.
- Develop and implement a cost-effective strategy for the sourcing and purchasing of all reoccurring purchases that could create significant savings and protection against cost increases or significant fluctuations in price. Develop a program that will enable the company to have at a minimum competitive parity while seeking sustainable advantage in this space.
- Take an active leadership role in discussing issues and opportunities related to strategy, operations, information systems, assessment management and people development.
- Oversee and participate in research, development, and implementation of all software programs utilized by all divisions and departments

SUPERVISORY RESPONSIBILITIES:

- Office Manager
- Human Resource Manager
- IT Manager

SKILLS & ABILITIES:

- Analytical Skills – Demonstrated ability to gather, relate and compare data from different sources, ensure data is reliable, complete and accurate; identifying issues, securing relevant information and identifying relationships.
- Budgeting – Demonstrated ability to develop, administer and/or control revenue and expense budgets for the company using appropriate automated tools to enter, track, report and analyze the data.
- Business Acumen – Strong knowledge of the operational aspects of running the construction management business from planning to budgeting to client relationships to subcontractors to marketing and to profitability.

- Communication Skills – Demonstrated ability to speak, write and present information in a clear and concise manner without reliance on jargon and technical terminology.
- Computer Skills – Demonstrated experience and competence in office productivity tools such as word processing, spreadsheet, database and email. Demonstrated experience in functional software use such as accounting, financial analysis, forecasting and other related business analysis software.
- Decision Making – Demonstrated ability to make decisions, render judgments, or take action at a senior and strategic level.
- Financial Analysis – Demonstrated ability to understand and analyze financial data; ability to use financial data to make accurate operational, marketing, sales, purchasing and other business decisions and recommendations.
- Forecasting – Demonstrated ability to accurately predict future financial performance such as sales, expense, market share or related conditions.
- General Accounting Ability – Demonstrated knowledge of such accounting functions as accounts payable, general ledger, cash management, credit and collections, invoicing, sales tax, and related areas.
- Interpersonal – Strong ability to forge solid working relationships with peers in other corporate departments and company subsidiaries. Strong influencing and internal selling ability. Desire and commitment to establish a partnering and trusting relationship with internal and external people.
- Investor Relations – Demonstrated experience in dealing with outside groups such as banks in discussing the financial and operational conditions and future of the company in a manner that portrays the company in the intended light.
- Leadership - Ability to set a tone that inspires and motivates people at all levels to achieve business objectives. Able to adjust style in response to changing business priorities and opportunities. Provides examples of work style and performance that are consistent with the core values of the company. Demonstrated ability to lead a major change initiative.
- Planning and Organizing – Demonstrated ability to develop strategies and schedules for meeting goals and anticipate obstacles to goal attainment. Demonstrated ability to think ahead, monitor own and others progress and make adjustments when necessary.
- Risk Management – Demonstrated skill and expertise in identifying risk situations in construction and corporate settings along with successful implementation of self-insured and third-party insurance programs to mitigate such risk
- Staff Management – Ability to hire, train, develop and motivate a staff of fully competent professionals. Relentless pursuit of having the right people in the right positions. Harvesting the potential that is deep within people. Practices principles of performance management, goal setting and coaching consistent with the core values of the company.
- Time Management – Demonstrated ability to accomplish tasks by established deadlines; demonstrated discipline in using time management tools and techniques.

- Treasury – Demonstrated ability, skill and expertise in all cash management functions such as banking relationships, short- and long-term investments, lending and credit agency reporting.

J. DAVIS EMPLOYEE EXPECTATIONS:

- Ability to work independently or in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

EDUCATION AND WORK EXPERIENCE:

MBA/CPA desired with 5-15 years of experience in financial and controller functions required in a related industry. Familiarity with industry related financial software packages is desirable. Successful candidate will have a strong understanding of business issues in a middle market growing organization, in addition to a keen understanding of financial issues and trends. Experience with management accounting to understand cost structures and pricing is needed. Experience in capital asset utilization, large contract acquisition is strongly preferred. Strong communication and presentation skills are needed to provide complex financial and accounting information in a manner that is clearly understood by a varied audience. Outstanding management and leadership abilities are required, along with strong analytical skills. Experience leading tactical and strategic planning initiatives on an ongoing basis is preferred.

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Russell Johnson, Resource Manager, rjohnson@jdavisinc.com.