



## CHIEF FINANCIAL OFFICER (TUCSON)

Harris Environmental Group is seeking a full-time Chief Financial Officer to join our team.

Summary: Oversees 2 full-time bookkeeper/accounting staff. Works as an integral part of management team with subject matter expertise in biology, archeology, and environmental planning. Directs HEGs financial and accounting functions including accounts receivable, procurement, accounts payable, payroll, month-end close. Acts as systems administrator for accounting software (currently QuickBooks Enterprise, upgrading to Deltek/Costpoint January 2024).

### **Job Duties and Responsibilities:**

- Complete Government & Non-Government Billing: Interpret contracts for invoicing requirements, generate invoices per contracts, reconcile unbilled and billed time
- Monitor receivables and oversee collections
- Prepare deposits
- Calculate and update billing rates in accounting software
- Develop and monitor consultant and subcontractor budgets
- Act as accounting software administrator, maintaining users, setting up users, troubleshooting problems for employees
- Periodic review of the Contacts, projects/cost codes, AR, AP and Time tracking in the link to make sure items are properly linked
- Oversee month end close including reconciling of all balance sheet accounts including bank, loan, 401k, receivables, and payables, production of financials statements and budget/actual comparisons, cash flow analysis
- Review and make recommendations where needed for all facets of accounting performed by administration staff for proper internal control structure
- Interact with Harris Team with accounting information requested for various government reporting
- Prepare new Forecast/Budget upcoming year
- Proposal assistance to PM and President for budgets, proposals and financial information
- Interact with PM for billings and projects
- Overhead/G & A calculation
- Multi-state tax reporting and payments
- Coordination with external CPA auditors and tax team
- State Department of Transportation Audits

### **Qualifications:**

- Strong written and oral communication skills and interpersonal skills
- Bachelor's Degree in Accounting, Finance, or Business Administration
- Prior supervisory experience
- Minimum of 7 years of financial or accounting experience
- Experience with multi-state sales and payroll taxes
- Advanced Excel skills
- Experience with QuickBooks Enterprise and accounting system conversions
- Knowledge of GAAP as well as federal and state accounting regulations

### **Working Conditions:**

This is a full-time, salaried position, working out of our Tucson office. The schedule is Monday through Friday, with standard office hours. This role reports to the company President/CEO. The person in this position is eligible for benefits, including but not limited to, health insurance, dental insurance, life insurance, disability insurance, retirement plan with employer contributions, paid holidays, paid sick time, and vacation pay.

### **To apply, please send cover letter with date of availability and resume with references to:**

Katie Handley at [khandley@heg-inc.com](mailto:khandley@heg-inc.com)