

The Pizzo Companies are looking for a Controller

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Pizzo & Associates, Ltd. (www.pizzo.info)

Native Landscape Contractors, LLC. (www.nativelc.com)

Pizzo Native Plant Nursery, LLC. (www.pizzo.info/nursery/)

Ecology + Vision, LLC. (www.ecologyllc.com)

Controller Job Description

Synopsis: This position will require the successful candidate to blend components of modern financial management with human resource management for a fast growing group of companies focused on ecological contracting.

Required Credentials:

- 4yr Degree in finance, business and/or accounting with advanced degree in applicable field a plus
- 5+ years demonstrable financial management experience with companies between \$10-\$30MM USD
- Quick Books – Familiar with Enterprise Version
- Notary Public - Illinois

Financial Management Responsibilities:

- Payroll, Accounts Receivable, Accounts Payable
- Line of Credit Set-Up and Management
- Vehicle Acquisition Processing
- Quarterly Reporting / Interface with Outside Accounting Firm / Monthly Snap Shot Reports
- Bond Acquisition & Filing

Human Resource Management Responsibilities:

- New Employee Paperwork Processing
- Employee Handbook Maintenance and Update
- Absentee Tracking / Payroll Reconciliation
- Employee Training Program / Illinois Jobs Grant
- Employee Personnel Files

General Business Responsibilities:

- Manage Administrative Team: Work Product & Delivery
- Required Licensing, Credentials & Training Certificates for Interstate Business