

# Job Description – Controller

**Company:** StoneManor Homes

**Location:** Houston, TX

**Reports To:** Chief Executive Officer / President

---

## Position Summary

The Controller will oversee all financial operations of the company, ensuring accurate reporting, effective controls, and compliance with accounting standards. This role requires strong leadership, attention to detail, and a deep understanding of the homebuilding industry, including construction cost accounting, job costing, and real estate development financial practices. The Controller will serve as a key strategic partner to leadership, providing insights that drive profitability, efficiency, and sustainable growth.

---

## Key Responsibilities

### Financial Management & Reporting

- Oversee the preparation and accuracy of monthly, quarterly, and annual financial statements in compliance with GAAP.
- Develop and maintain financial reporting dashboards tailored to construction and homebuilding operations.
- Manage job costing, budget-to-actual analysis, variance reporting, and cash flow projections.
- Implement systems and processes for real-time visibility into project and community-level performance.

### Accounting Operations

- Direct daily accounting operations, including accounts payable, accounts receivable, payroll, and general ledger.
- Ensure accuracy of construction draws, lender reporting, and subcontractor/vendor payments.
- Oversee the preparation of WIP (work-in-progress) schedules and revenue recognition.
- Manage tax planning and compliance in coordination with external advisors.

### Controls & Compliance

- Establish, document, and monitor internal controls to safeguard company assets.

- Ensure compliance with loan covenants, bonding requirements, and state/federal regulations.
- Coordinate and manage external audits and reviews.

## Leadership & Strategy

- Lead and develop accounting/finance staff, fostering a culture of accountability and continuous improvement.
  - Partner with senior leadership to provide financial insights that guide strategic decision-making.
  - Contribute to forecasting, land acquisition feasibility, and pricing models.
  - Support capital planning and investor/lender relations.
- 

## Qualifications

- Bachelor's degree in Accounting, Finance, or related field (CPA or CMA strongly preferred).
  - 7+ years of progressive accounting/finance experience, with at least 3 years in a Controller or senior financial leadership role.
  - Experience in the **homebuilding, real estate development, or construction industry** required.
  - Strong knowledge of GAAP, job costing, WIP reporting, and percentage-of-completion accounting.
  - Proficiency in construction ERP/accounting software (e.g., Sage, BRIX, JD Edwards, or similar).
  - Advanced Excel and financial modeling skills.
  - Excellent leadership, organizational, and communication abilities.
- 

## Key Competencies

- **Analytical Mindset:** Able to translate financial data into actionable business insights.
  - **Detail-Oriented:** Strong focus on accuracy, compliance, and accountability.
  - **Leadership:** Ability to mentor, lead, and grow a finance team.
  - **Business Acumen:** Deep understanding of homebuilding cycles, cost structures, and profitability levers.
  - **Integrity:** Commitment to ethical standards and confidentiality.
-

## **Compensation & Benefits**

- Competitive base salary + performance incentives.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Professional development and growth opportunities.