DALE GRUBER CONSTRUCTION

FINANCE & OPERATIONS MANAGER

PURPOSE:

The purpose of this position is to oversee the day-to-day financial and administrative operations of our company. This position combines accounting, payroll, office management, customer service, HR administration, and operational support into one leadership role.

This is more than an accounting position—it's an opportunity to become a key member of our leadership team. The ideal candidate enjoys improving processes, building relationships, solving problems, and helping a growing company succeed.

This role includes succession planning with the opportunity to assume increasing financial leadership responsibilities over time.

RESPONSIBILITIES:

Finance & Accounting

- Manage accounts payable and accounts receivable
- Process payroll and payroll reporting
- Complete bank and credit card reconciliations
- Assist with monthly and year-end financial reporting
- Support budgeting and cash flow management
- Work closely with our Controller/CPA
- Monitor job costing and financial performance
- Maintain accurate financial records

Operations & Office Management

- Oversee daily office operations
- Answer phones and greet clients
- Coordinate office supplies and vendor relationships
- Manage insurance certificates, licenses, and compliance documentation
- Develop and improve office procedures and systems
- Support project managers with administrative needs

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Human Resources

- Coordinate employee onboarding and paperwork
- Maintain personnel files
- Assist with benefits administration
- Support recruiting and hiring efforts
- Help maintain company policies and employee communications

Customer Service

- Serve as a friendly first point of contact for clients
- Coordinate project closeout documentation
- Assist with warranty requests
- Help maintain exceptional customer relationships

Marketing Support

- Assist with newsletters and project updates
- Coordinate social media scheduling
- Help organize company events
- Maintain marketing materials and project photos

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REQUIREMENTS:

- High school diploma or GED
- Minimum of 5 years of experience in accounting, finance, business, or related experience
- Experience with accounting software
- Construction industry experience is helpful but not required
- Strong organizational and time management skills
- High attention to detail.
- Excellent written and verbal communication skills
- Ability to manage multiple priorities
- Strong Microsoft Office skills
- Positive attitude and professional customer service skills.
- Must have a valid drivers license and be insurable per insurance company underwriting requirements.
- Subject to passing pre-employment drug test and DOT exam.
- Must be at least 18 years old.

Why Join DGC?

- Be part of a respected, family-owned company with a strong reputation.
- Work directly with company leadership.
- Make a meaningful impact on the future of the business.
- Opportunity for long-term professional growth and increased leadership responsibilities.
- Competitive compensation based on experience.
- PTO and paid holidays.
- Retirement plan.
- Collaborative, supportive team environment.

Work Location: In person

HOW TO APPLY

Complete the career form on our website or send your cover letter and resume or message to rachel@dalegruberconstruction.com with the following information:

1. Which position you are applying for
2. Why you want to join the Dale Gruber Construction team
3. Your relevant skills and experience