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Full Time Position Salary & Incentive Program Based on Experience

Position Title:	Chief Financial Officer (CFO)
FLSA Status:	Exempt
Department:	Finance
Reports to:	Current CFO; will work closely with the CEO and President of LSI Companies along with the entire staff at LSI, outside consultants, contractors, and clients
Location:	Fort Myers, FL
Salary:	TBD Upon Experience

Primary Purpose and Function:

This is a full-time professional position within the real estate industry. The position requires strong knowledge of accounting and business management. This is a fast-paced position requiring a unique combination of speed and accuracy. Individual must be a highly detail-oriented individual, persistent, honest, and able to maintain complete discretion with respect to internal financial information, procedures, policies, and project information.

Education:

- Bachelor's Degree in accounting field or four to five years work experience in accounting and office management

Essential Functions and Responsibilities:

- Responsible for accuracy and timeliness of all accounting records and reports.
- Account reconciliations
- Assist in the month end / year-end financial process and close
- Monitor and analyze accounting data and produce financial analysis as required
- Assist with preparation of Capital and Operational Budgets
- Process accounts receivables and payables
- Provide recommendations for process improvements, systems, and procedures
- Meet financial accounting reporting objectives and assist to produce company financial statements
- Establish and maintain fiscal files and records to document transactions
- Calculate and maintain all sales commission schedules and payments ensuring both accuracy and timeliness
- Prepare financial analysis as requested and required
- Maintain neat and organized filing system
- Assist in HR Administration
- Complete other duties as assigned by the CFO and other Officers

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Knowledge, Skills and Experience Needed for the Job:

- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations
- Excellent personal management and organizational skills
- Solid computer experience with Peachtree/Sage 50, Microsoft Word, Excel, and Outlook
- Ability to communicate orally and in writing with a wide range of clients, vendors, consultants, and investors

Company Policy/Procedure Compliance:

The CFO will be obligated to comply with all company policies and procedures in addition to complying with other Human Resources requirements. In discharging the duties of this position, the CFO may come into contact with confidential client and officer information and will be obligated to maintain the confidentiality of this information.

Benefits/Hours/Attire:

- Health insurance; partial 75% paid by LSI Companies
- Dental insurance; group rate available at employee expense
- Vision insurance; group rate available at employee expense
- Paid time off
- 8:00 AM to 5:00 PM – Monday through Friday
- Professional business casual dress required