

Job Description

Treasurer

GENERAL CONSTRUCTION (GC)

When you join our team, you are in the right place for your career growth and to utilize your talents and potential. we are a full Engineering, Procurement, Construction, and Maintenance (EPCM) company serving clients in Oil & Gas, Mining & Metal, Petrochemical, Power, Civil Infrastructure, Water industries in U.S. and around the world.

Servicing our customers through our diverse business divisions, we offer challenging assignments on some of the world's largest and most complex projects. Our clients value us because they know we could deliver. General Construction is headquartered in Houston, Texas and has opportunities throughout the U.S., Canada, Mexico and China.

General Construction Group is looking for a **Treasurer** for our Houston office. Job duties will include but not limited to the following:

Roles & Responsibilities:

- Provide professional treasury management duties applying diversified knowledge and experience of accounting practices to support the organization and projects.
- Support senior management and operating groups and internal customers by providing economic, financial, and strategic consulting and analysis
- Leads or supports projects in various treasury activities, both domestic and international, including capital markets, financial risk analysis, cash and investment management, working capital management, and economic analysis.
- Develops and delivers executive level presentations to management. Interacts frequently with external organization and institutions such as banks, rating agencies, and capital providers. .
- Develop and prepare standard reporting of financial data using advanced excel skills.
- Filing employment contracts, organization documents and maintenance of data. Must be well organized and detail oriented.
- Compose presentations, memos, letters, reports, and other documents as needed
- Participate in the development and implementation of staffing plan with leadership.
- Must have a strong understanding of financial and treasury concepts and current knowledge to evaluate various financing alternatives.
- Must have excellent analytical skills, including financial modeling and other quantitative abilities.
- Excellent listening and negotiating skills are required.
- Must have the ability to keep information confidential.
- Must have excellent communication skills both verbally and in writing.
- Position reports to the Vice President & CEO.

Professional Certification: CFA certification is strongly desired.

Experience: Ten (10) to twenty (20) years of corporate experience.

Education: Bachelor degree in Business, Finance, Accounting, or Management. MBA highly desirable.

Intermediate to advanced computer hardware/ software literacy. Knowledge of legal aspects of purchasing and contracting including Uniform Commercial Code and Contracts Law. Knowledge of insurance terminology, certificates,

and insurance administration in general. Knowledge of electrical, process, mechanical, HVAC and instrumentation industries desirable (engineering, fabrication, testing, installation and start-up).

Procurement knowledge (legal, negotiation, insurance, contract development, finance and contract administration). Spanish language skills desirable. Proven track record in contract negotiation/administration; all aspects of the proposal process; teaming agreement negotiation, pricing and final prep. Experience with both lump sum, time and material and cost reimbursable projects. Proven experience and track record of accomplishment with excellent oral & written communication skills. Must be able to travel domestically and internationally if required by job duties.

Benefits:

General Construction Group offers a selection of competitive lifestyle benefits which could include a 401K plan with company match, pension, medical, dental, vision, life insurance, flexible spending account, disability, paid time off, or flexible work schedule. We support career advancement through professional training and development.

EOE:

General Construction Group is Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.