

CONTROLLER – SENIOR LEVEL



The Arightco controller position specializes in meeting the needs of small and medium-size businesses including Series Seed, Series A and Series B startups that do not have resources or the desire to build their own Finance and HR teams. The controller is a client-facing position and services a variety of Accounting and Finance needs and supports clients in all areas required. This job profile is not all inclusive. Each client may have unique needs for their Accounting and Finance operations. This profile provides an overview of areas that the controller should be able to provide to our company's client or in a role to Arightco, Inc. internal accounting support.

Job Duties include but not limited to:

Client Management

- Manages client by directly interacting with the client through email, meetings, or calls
- Manage client expectations of financial results by establishing, monitoring, and enforcing financial policies and procedures
- Guides financial decisions by establishing, monitoring, and enforcing financial policies and procedures
- Prepares, analyze, and interpret financial data through financial reports and provide status of client's financial position
- Prepare, analyze, and interpret specialized financial reports including budgets, financial modeling, and cash flows
- Maximizes return on financial assets by establishing financial policies, procedures, internal controls, and reporting systems
- Protects client's assets by establishing proper internal controls and financial policies and procedures
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending budgetary plans or changes
- Manages budgets by analyzing financial statements and variances and suggesting alternatives or corrective actions
- Managing client cashflow expectations by managing expenditures, revenues, and variances; initiate corrective actions as needed
- Provides support for external Audits
- Complies with federal, state, and local requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions
- Protects client's financial information by keeping confidential records

Financial Management

- Understand and use the customer's business goals and challenges to properly analyze and interpret financial data
- Understanding of general business compliance and the impacts on the client's financial statements and business
- Develop the client relationship by providing a high standard of accounting and finance support for their business
- Proactively communicate with the client about actionable insights on the financial status of the business
- Provide budgeting, cash forecasting, and financial modeling based on the client's business needs
- Take ownership of the accuracy and completeness of all accounting and financial reporting to the client
- Present financial reports in a timely manner through email, calls, or meetings with the client

- Proactively seek opportunities to grow the scope of accounting and finance work that is provided to the client by actively engaging with the client to understand their business goals, challenges, and needs

Accounting Team Management

- Manage a team of Accounting and Finance staff to prioritize the work including daily coding of transactions, Accounts Receivable invoicing, Accounts Payable billing and payment entries, month-end closing, payroll, and ad hoc projects to ensure work is executed in a timely, effective, and high standard. May sometimes need to get into the details and make entries into the financial system.
- Completes client requirements by scheduling and assigning employees, following up on work results.
- Provide technical accounting and procedural guidance to the accounting and finance team
- Act as liaison for communications between the client and accounting and finance team
- Communicate, document, and execute proper financial policies and procedures and any changes to them in a timely manner
- Manage the accounting and finance team's time to maintain client profitability and provide timely analysis to the management team for any changes
- Review the work of the accounting and finance staff and provide timely feedback and guidance
- Maintains accounting and financial staff by helping in the recruiting, selecting, and training of employees.
- Maintains accounting and financial staff job results by coaching, counseling, and disciplining employees by planning, monitoring, and appraising job results.

Controller Qualifications / Required Skills:

- Experience managing Payroll Processes/ Gusto experience or any ADP software & Payroll
- Experience with QuickBooks, QuickBooks online and Bill.com
- Financial Modeling – Expertise in MS Excel, Presentation (Power BI / PPT)
- Auditing, accounting, and corporate finance – Full scope knowledge of Finance processes
- Employee performance management – Ability to assess performance of employees
- Experience in working with multiple legal entities including knowledge of US state taxes and registration processes under different legal umbrellas

General Duties

- Manage general administrative duties as needed (i.e. training, presentation, email, task management)
- Participate in team meetings and activities
- Effectively use various tools and software provided to manage daily work and client portfolio

Education, Experience, and Licensing Requirements:

- Bachelor's degree in accounting or finance
- Minimum 8-10 years' experience in accounting/finance

FLSA Job Status: Full-time – Exempt

Work Conditions / Location: Company Office or Remote location as designated or Client's business location as assigned