

**Controller
(Outsourced Services)**

JOB TYPE: Full-Time/Part-Time

JOB LOCATION: Utah (virtual work from home office and visit client locations)

CATEGORY: Finance and Accounting

JOB SUMMARY:

Preferred CFO is an outsourced/fractional CFO firm providing premium finance and accounting assistance to growing and emerging companies. We are seeking a dynamic and accomplished individual to assume the outsourced controllership position for a select group of our existing clients. This position delivers part-time/outsourced controller services to a variety of companies simultaneously. Being a key team member for several different clients provides the controller with broad exposure to different businesses, management styles, and best practices. As a trusted advisor to the executive management teams within these companies, the controller is expected to oversee the tactical finance and accounting function within the company.

ESSENTIAL FUNCTIONS:

- Oversee the day-to-day accounting work of the accountant assigned to the client
- Maintain general ledger and chart of accounts
- Complete the month-end close workbook for each client on a timely basis (i.e. no later than the 10th day after month end)
- Reconcile all balance sheet and income statement accounts as part of the monthly close process
- Assist the assigned CFO with the monthly reporting package
- Prepare and record general journal entries, primarily for more complex accounting areas or areas involving judgment and estimates (i.e. revenue recognition)
- Develop strong working relationships with clients and other stakeholders
- Provide leadership and support to junior accountants
- Report risk issues and potential opportunities to the assigned CFO
- Suggest and implement operational best practices within the finance and accounting department
- Employ good, sound judgment and become a trusted advisor within the company
- Develop and manage financial controls in accordance with the company's procedures
- Generate qualified leads for future engagements by networking with other professional trusted advisors

QUALIFICATIONS:

- Bachelor's degree in accounting or finance required (CPA, MBA or MAcc a plus)
- QuickBooks Certified (within 90 days of hire)
- Advanced Microsoft Excel skills required
- Bill.com and Expensify experience a plus
- Strong and verifiable technical accounting skills
- Ability to plan, direct, and control the tactical accounting function for multiple client companies at any given time
- A decisive individual who possesses a "big picture" perspective and is well versed in implementing and maintaining effective accounting controls and systems
- Ability to analyze existing operations and recommend and implement both revised and new policies, procedures, and systems

- Willing to travel to local and regional client locations (out-of-state travel is very limited)
- Exceptional ability to motivate, coach, and develop junior accounting professionals
- Impeccable communication and interpersonal skills
- Ability to present reports accurately and concisely to the assigned CFO and/or executive management team
- Unquestionable business ethics and personal integrity