

Job Title: Controller

Location: Washington, DC (flexible)

Reports to CEO

TeleGeography is seeking a controller for its fast-growing business.

In this assignment, the controller will be responsible for overseeing all accounting functions. They will be a leader of the Accounting and Finance team, which supports executive functions through reporting and analysis. The controller will also support management in growing the business and monitoring performance toward that objective.

Daily activities include cash management and posting, invoicing, and bill processing. The controller will also be responsible for monthly closings and the production of financial reports.

Additionally, this self-directed and experienced controller will be responsible for budget management, financial analysis, payroll, insurance, forecasting, accounts payable, accounts receivable, sales tax compliance, and financial reporting.

The ideal candidate will have a strong accounting background and experience with SaaS or deferred revenue business models.

Principal Duties & Responsibilities (Essential Functions)

- Ensure the accuracy and reliability of all financial reporting and analyses. This includes monthly close processes to reporting on monthly, quarterly, and annual results.
- Monthly account reconciliation and analysis.
- Maintain and monitor deferred revenue for accuracy.
- Enter daily transactions (AR, AP, WIP, cash receipts, etc.) in a timely manner.
- Identify and improve areas of inefficiency.
- Oversee payroll accounting.
- Oversee insurance coverage program.
- Participate in the development of and support the company's strategic plans.
- Develop and monitor business performance metrics by establishing and tracking relevant KPIs.
- Monitor financial performance of the company, highlight key issues, and drive remedial actions.
- Ensure that the company's cash flow and other elements of working capital such as Inventory, AR, and AP are healthy and well-managed.
- Own the annual budgeting process and calendar and once finalized, monitor compliance and drive results.
- Ensure compliance with US GAAP. Develop and manage financial controls in accordance with the company's policies and procedures.
- Be the main point of contact with external auditors for the annual audit.
- Be the main point of contact with external tax accountants for federal and state tax filings.
- Ensure compliance with local, state, and federal government reporting requirements and tax filings.
- Support acquisition diligence and lead integration.

Education/Experience

- Bachelor's degree in Business, Accounting, Finance, or related discipline.
- CPA, CMA, or MBA preferred but not required.
- Minimum 7 years of experience in senior accounting and/or financial management roles.
- Experience with QuickBooks and inventory reporting required.

Knowledge, Skills & Abilities

- Strong interpersonal and communication skills
- Impeccable analytical and organizational skills
- Self-motivated and self-directed
- Proven leadership skills

Note: *This job description is subject to change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*