

## **VP of Finance**

The successful candidate will be a strategic individual with 7-10 years of managerial accounting and financial management experience in a fast-paced growth stage environment. You consider yourself on a CFO career track.

### **Responsibilities**

Directing all aspects of accounting operations, overseeing all transactions related to general ledger (QB Online), receivables, payables (bill.com), payroll (ADP) and financial reporting.

Analyzing company's financial results with respect to profits, trends, costs and compliance with budgets. Issue regular status and ad hoc reports to senior management.

Developing and maintaining all necessary accounting policies and systems, including general ledger and financial reporting. Ensuring that records are maintained in accordance with generally accepted accounting principles. Oversee contract bookkeeper.

Assisting senior management in financial planning and results management. Work with other team members to understand revenue and cost drivers and define appropriate reports for tracking.

Coordinating, preparing and reviewing monthly, quarterly, and annual reports.  
Coordinating and/or preparing tax schedules, returns and information.

Managing relationships with insurance providers and ensuring compliance.  
Managing all tax planning and compliance with all required federal, state, local, payroll, property and other applicable taxes.

Building an accounting department as the company grows  
Other finance and administrative duties as required.

### **Qualifications**

7-10 plus years of managerial accounting and financial management experience.

Recent experience scaling a finance operation from early-stage to extreme growth stage in a very short timeframe.

Bachelor's degree in Accounting, Finance or Business. CPA and/or CMA preferred but not required.

Strong organizational skills, attention to detail, ability to prioritize and meet deadlines.

Experience in a financial service business with activity based project costing.

Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines.

Ability to work without direct supervision, and efficiently manage tasks and time.

Merger and acquisition finance experience.

### **Salary & Benefits**

\$100K - \$185K annual salary

Company paid healthcare, vision, dental, disability and life insurance

Generous PTO