



POSITION DESCRIPTION

Position Title	Controller
Supervisory Position	Yes
Full-Time or Part-Time	Full-Time

Mission:

Flywheel Data provides elite solution design, system integration, software development, and product resale for data-driven-organizations to the Federal Government. Flywheel Data aims to arm our clients with the right tools, platforms, and culture to help accelerate the iterative cycle of working with data.

Position Summary:

Our client is growing and looking for a full-time Controller with Federal Value-added Reseller (VAR) experience to oversee and manage the finance and accounting activities in a fast-paced, startup environment. In this role you will have an opportunity to develop a scalable, proactive approach to finances and improve decision making, as well as facilitate strategic financial planning. You will lead accounting and financial reporting functions, budgeting processes and financial forecasting. As the Controller you will be reporting to the CEO and leading the Accounting Team, including Accounts Receivable Clerks, Accounts Payable Clerks, and Order Management Specialists. This position is 100% remote but on EST time zone.

Job Responsibilities:

- Lead the strategic oversight and execution of the accounting function that provides financial results, as well as metrics to judge performance to key areas of the business
- Develop talent within the Accounting Team that can scale with company growth - hire, manage, and develop team members, provide development & growth opportunities for those in your charge
- Ensure all transactions, statements and reports are recorded, documented, reviewed and supported in accordance with company policies, generally accepted accounting principles (GAAP), Cost Accounting Standards (CAS) and Federal Acquisition Regulation (FAR)
- Maintain documentation/monitoring of internal controls, conducts regular review of data integrity within the financial systems and commits to leading the company to adhere/comply with policy and audit requirements
- Cash management and forecasting, bank reconciliations, and credit card administration
- Act as a trusted partner and advisor to Leadership around operations and financial condition with respect to its business plan, budgets, forecasts, cash plans, product lines; explain trends; and recommend scalable actions to increase the Company's revenues, profits, and growth
- Own monthly internal reporting
- Responsible for payroll and commission payments
- Own sales tax compliance

Qualifications:

- Must be a US Citizen and meet requirements for a Federal Security Clearance
- Bachelor’s degree in accounting, finance, or relevant field; MBA is highly preferred
- 10+ years of experience, with 5+ in senior-level financial role
- CPA certification preferred
- Experience with Quickbooks Online Software is required
- Familiarity with SalesForce for Opportunity management, QBO integrations and financial record keeping
- Familiarity with Sales Tax knowledge, Thomson Reuters tax and accounting software
- Proficiency with Government contracting and familiarity with DCAA audit requirements
- Proficiency with job cost or project-based accounting and GAAP compliance
- Experience with FP&A, revenue recognition, and technical accounting analysis
- Strong Excel and analytical skills, including financial modeling and analysis
- Action-oriented thought leader who can build a consensus and shared perspective across the organization
- Solution-focused, analytical problem solver with ability to pivot and prioritize based on shifting business needs
- Proficient at accelerating the growth of others through training, delegation, empowerment, motivation, accountability, and recognition
- Excellent verbal, written, and interpersonal skills; must be able to interact and communicate with individuals at all levels of the organization
- Strong organizational skills: must be able to work in a fast-paced environment, with demonstrated ability to handle multiple tasks

Disclaimer:

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Employee Acknowledgement of Receipt of Position Description
My signature represents that I have read and understand the responsibilities of this position and that I am able to perform all the essential functions of this position.
Employee Name (Print):
Employee Signature:
Supervisor Name (Print):
Supervisor Signature: