

## Controller

Navitance is seeking a self-directed and personable senior-level Controller to join our dynamic team. The Controller will utilize years of experience to manage clients' financial operations in accordance with generally accepted accounting principles (GAAP). Working directly with clients, the Controller will be responsible for budget management, reviewing payroll, accounts payable, accounts receivable and financial reporting. Ideal candidates must be detail-oriented, analytically-driven, and will have 10-15 years of experience in the accounting field.

### Job Duties:

- Participate in the implementation of strategic plans and business goals for clients
- Monitor clients' financial performance and communicate financial metrics to their senior management
- Review client payroll and tax withholding payments and filings
- Post adjusting general ledger entries to maintain client records
- Prepare adjusted trial balance and close the financial period for clients
- Develop and organize client financial statements
- Maintain subsidiary schedules relating to clients' general ledger for depreciation, amortization, accruals, prepaids and deferrals
- Develop and implement new accounting procedures for clients
- Prepare supplementary financial reports for clients as needed

### Requirements/Qualifications:

- Bachelor's degree in business, accounting or finance required
- 10 to 15 years of relevant accounting experience; CPA designation is preferred
- Thorough understanding of accounting principles with a mastery of Microsoft Excel and Quickbooks
- Strong attention to detail with impeccable analytical and organizational skills
- Desire to drive change by fostering an environment of continuous improvement
- Ability to handle multiple tasks in a fast-paced, deadline-driven environment
- Flexible and adaptive to change
- Demonstrates integrity, positivity, and professionalism at all times, even when under pressure
- Takes a proactive approach to learning and problem-solving
- Fun, personable, and willing to work hard
- Exceptional written and oral communication skills