



# Job Posting

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## Controller, fast-growing Solar company

### JOB SUMMARY

In this full-time position reporting to the Chief Financial Officer, the Controller will be responsible for financial compliance and reporting. In that role, she/he will oversee cash management and all accounting operations and procedures of the business and will also participate in Financial and Planning Analysis activities. She will also be in charge of managing and developing a team of 2-3 professionals.

The company offers a dynamic work environment within a strong team of highly motivated professionals in a fast-growing company contributing to the development of solar energy.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for the accounting department and her/his responsibilities will include:

- Managing and supervising accounting and finance operations to enhance the accuracy of timely reported financial results, and ensure that reported results comply with U.S. Generally Accepted Accounting Principles
- Overseeing, maintaining and enforcing a documented system of accounting policies and procedures (Accounts Receivable, Accounts Payable, General Ledger, Payroll, Project Costing and Inventory)
- Managing daily invoicing, payments and collections and periodic bank account reconciliation and debt payment completion
- Preparing weekly cash flow management reports and updated projections

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2/26/2020



- Preparing accurate and timely comprehensive periodic financial reporting that include accounts payable and accounts receivable reconciliation, cash flow report and balance sheet audits
- Preparing ad hoc financial analyses and reporting as requested
- Coordinating the provision of information to external auditors for the annual audit
- Improving existing accounting and workflow procedures
- Calculating financial and operating metrics
- Managing the production of the annual budget and forecasts and calculating and reporting variances from the budget
- Monitoring debt levels and compliance with debt covenants
- Complying with local, state, and federal government reporting requirements and tax filing

## **QUALIFICATIONS**

To perform this role successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong attention to detail and focus on accuracy and timeliness of deliverables
- Hands-on recent experience as a Controller for a medium size company with previous experience for a public accounting firm preferred
- Business acumen and professional maturity to interact constructively with internal and external partners
- Demonstrated ability to effectively present financial information to senior executives
- Seven or more years of relevant finance and accounting experience including project accounting, change order tracking desired

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- CPA designation or equivalent experience
- Bachelor's degree in Accounting, Business or Finance or equivalent required
- Strong interpersonal and organization skills
- Advanced Quickbooks Skills
- Advanced Microsoft Excel skills
- Hands-on experience with enterprise resource planning software preferred
- Management experience in training, coaching and counseling accounting staff
- Demonstrated ability to maintain strict confidentiality

**Location:** All work will be performed at the company's corporate offices in Annapolis, MD.

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