



**Grey Snow Professional Services, LLC**, is looking for a **Controller** who will direct the overall accounting functions. Collects and compiles financial data and oversees the preparation of forecasts, tax filings, financial, budget, auditing and other reports. Ensures the company complies with accounting regulations and standards and adheres to company policies and procedures.

#### **Management**

- Maintains and enforces a documented system of accounting policies and procedures
- Manages outsourced functions
- Oversees the operations of the accounting department and staff, including the design of an organizational structure adequate for achieving goals and objectives
- Manages the accounting operations of subsidiary corporations including transaction-processing, assigned accounting personnel, and development of any subsidiary-specific policies and procedures

#### **Transactions**

- Ensures that accounts payable are paid in a timely manner
- Ensures that accounts receivable are collected promptly
- Posts payroll in a timely manner
- Ensures that periodic bank reconciliations are completed
- Maintains the chart of accounts
- Maintains an orderly accounting filing system
- Maintains a system of controls over accounting transactions

#### **Reporting**

- Issues timely and complete financial statements
- Coordinates the preparation of annual reports
- Recommends benchmarks against which to measure the performance of operations
- Calculates and issues financial and operating metrics
- Manages the production of the annual budget and forecasts
- Calculates variances from the budget and report significant issues to management and/or leadership
- Provides for a system of management cost reports
- Provides financial analyses as needed, for capital investments, pricing decisions, and contract negotiations

#### **Compliance**

- Coordinates the provision of information to external auditors for the annual audit
- Monitors debt levels and compliance with debt covenants
- Complies with tribal, local, state, and federal government reporting requirements and tax filings

#### **Minimum Education and Experience:**

Bachelor's degree in accounting, finance, or business administration. 5+ years of progressive finance and accounting experience . 5+ years of federal contracting accounting experience. 5+ years of working in Unanet. Certified Management Accountant (CMA).

#### **Preferred Certifications:**

DOD Security Clearance

#### **Knowledge, Skills, and Abilities:**

Extensive knowledge of general financial accounting, cost accounting, and federal contract accounting. Understanding or and ability to establish and adhere to generally accepted accounting principles. Highly proficient with Unanet accounting software. Excellent organizational skills and attention to detail.

#### **Physical Abilities:**

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds. Work is primarily performed in a sedentary position. Ability to occasionally travel via airline or ground transportation.

#### **Work Environment:**

This position is remote. Worked is primarily performed from home/remote office, however, occasional travel will be required. Work is primarily performed in a climate-controlled environment.

Please submit resume to [JLevier@greysnow.com](mailto:JLevier@greysnow.com) for consideration.