

FINANCIAL CONTROLLER

GreenerU is seeking ambitious applicants for the position of Financial Controller to join our team in a mission-driven company. If you are a results-oriented individual who likes to wear many hats and roll up your sleeves, then this job is for you!

THE JOB

The Controller will be responsible for managing the financial and contracts administration area of the company and will report to the President & CEO. The ideal candidate will have at least five years of experience in a similar role along with revenue recognition experience.

Principal duties:

- Oversee the work of a Senior Accountant who will actively support the Controller in most of the functions described below (responsibilities that primarily fall to the Sr. Accountant are marked with a *)
- Responsible for managing the entire company's accounting functions, including GL*, AR*, AP*, time entry* and payroll
- Manage the monthly closing process, including timely client billing*, revenue recognition, and production of financial statements including balance sheet, income statement, statement of cash flows and other monthly management financial reports
- Actively engage and lead the annual budgeting process, perform monthly forecasting and financial analysis on the results
- Coordinate and work with an external accounting firm for the annual audit
- Responsible for the required accounting and reporting for one subsidiary LLC of the company*
- Ensure that all required tax payments, and reports are timely filed and in compliance.
- Manage the contracts administration area, which includes master contracts, subcontracts, and purchase order, and ensure all contracts have been properly executed and all required documentation and insurances are in place
- Maintain a project database within the accounting platform to ensure projects are recorded for budget purposes*
- Ensure all state tax, and annual filings are completed
- Provide monthly staff utilization reports to management*
- Manage the annual insurance renewal process including the insurance audit
- Provide all necessary information for the annual 401K reporting to the company's external provider
- Manage the annual renewal process for employee benefits including health insurance and disability insurances
- Manage the office ensuring that supplies etc. are sufficient
- Work with Operations teams to ensure that projects are staying on budget and meeting their completion dates

Education:

- Bachelor's degree in accounting/finance

- Strong working knowledge of Generally Accepted Accounting Principles (GAAP) especially around ASC 606 Revenue Recognition
- Five or more years of experience in a controller or assistant controller position

Bonus skills:

- Experience in the following software: AIA, Foundation, QuickBooks, Procore, Microsoft Office
- Some HR experience

ABOUT GREENERU

GreenerU envisions educational and community institutions leading the world in mitigating climate change. Our mission is to help our clients achieve climate neutrality and sustainable operations. We help institutions navigate the organizational, operational, and infrastructure changes required to reach climate neutrality.

We focus on creating a culture of excellence—what we call the GreenerU Way—by:

- Putting our clients' interests first
- Striving for our best
- Continually raising the bar
- Consistently collaborating
- Communicating clearly
- Practicing what we preach

We also strive to create a diverse workforce and encourage qualified people of all races, genders, sexual orientations, religions, and other characteristics to apply.

Check us out at www.greeneru.com.