

## **INTRODUCTION:**

### **Organization**

The Cushnoc Group (Cushnoc) was formed to provide growth-stage companies with access to world-class accounting, financial, and administrative services on a cost-effective, outsourced basis so clients can focus their energy, talent, and ingenuity on achieving superior business outcomes for their stakeholders.

Cushnoc provides comprehensive recurring and project-based financial services to high-growth investor backed companies. These financial services include financial and accounting management, benefits and human resources, strategic business solutions, risk management and compliance and capital management assistance and are provided by our team of high caliber CFOs, Controllers/Analysts, and Accountants. We are seeking highly motivated candidates who share our commitment to exceptional client service.

### **Position**

The position will be responsible for executing client engagements by serving as an outsourced accounting resource for venture capital-backed early and growth-stage companies, as well as middle market private and public companies in a variety of industries. Deliverables under client engagements can include (but are not limited to) providing direct assistance with monthly, quarterly, annual accounting, finance, forecasting, strategic planning, audit preparation, job costing, deal analysis, investor relationships and partnership compliance and private and institutional financing. It is anticipated that the position will be assigned to handle multiple client engagements simultaneously.

**TITLE:                   Controller**  
**MANAGER:           CFO Relationship Manager**

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**GENERAL FUNCTION:** Manages financial reporting, accounting and payroll functions, as well as annual audit and tax filing processes for assigned clients / companies. Should have full knowledge of all aspects of assigned clients financial information and status. Also responsible for financial planning/budgeting as well as financial and tax reporting to higher management.

#### **DUTIES & RESPONSIBILITIES:**

- Implement and oversee month end financial preparation and close
- Complete and/or approve Staff Accounts work product including but not limited to:
  - bank reconciliations, month end check lists, financial statements,
- Monitor, manage and communicate changes in client cash position to senior management
- Oversees completion of Budget and planning process
- Tracks Key Performance Metrics
- Completes or ensures the accurate completion of Tax Reporting
- Plays key point of contact for External Audits
- Familiar with and Ensures accuracy of financial Information in various Software Systems
- Present Financials and other data to management as required

- Oversee the activities of the Corporate Accounting Department for the accurate and timely dissemination of financial reporting including internal and external financial statements, budgets, forecasts and analysis.
- Manages financial reporting and the preparation of SEC reporting.
- Oversees monthly financial statement preparation and GL close.
- Assists in the identification of policies and procedures for SOX compliance and develops and implements such policies and procedures.
- Supervises Corporate Accounting Department, providing mentoring and ensuring clear communication with staff.
- Manages the maintenance and accounting of all equity transactions.
- Accurate and timely reporting of SEC reports conforming to US Public company statutory reporting requirements. Responsible for being fully updated on new SEC and GAAP requirements and disseminate to Company to ensure appropriate accounting and reporting. Provides guidance for appropriate SEC reporting and GAAP accounting.
- Assist in the coordination and liaise with the Company's external auditors. Present and put forward rationale on Company's position on GAAP used in its financial statements.
- Oversee the disbursement activities, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, employee expense reports, cash control, payroll processing and total corporate payroll tax compliance.
- Oversee the accounts receivable activities to ensure the accurate and timely management of all Accounts Receivable aging components including billings, cash receipts application.
- Oversee quarterly and year-end payroll closing including federal and state reporting.
- Establish and maintain systems and controls which verify the integrity of all systems, processes and data, and enhance the Company's value.
- Responsible for the computation and timely reporting and remittance of federal, state and local taxes.
- Prepares portions of the 10Q & 10K, including MD&A, statement of cash flows & footnote disclosure, supporting schedules and workpapers.
- Responsible for being fully updated on new SEC and GAAP requirements to ensure appropriate accounting and reporting. Provides guidance for appropriate SEC reporting and GAAP accounting and documents technical accounting analysis and management's conclusions.
- Assists in development and preparation of a monthly management reporting package.
- This position will assist the Corporate Controller in researching and documenting technical accounting issues.
- Other duties include preparing financial information reports for the board of directors and management team,
- Enforcing and enhancing accounting policies and procedures to maintain compliance with Section 404 of the 2002 Sarbanes-Oxley Act.
- Manages and performs daily, monthly close, quarterly and year-end accounting routines to ensure all accounting and management reporting requirements are completed in a timely and accurate manner.
- Manages disbursement activities including processing of accounts payable, purchase orders, employee expense reports, payroll and tax compliance.
- Assists with quarterly internal and external audits.
- Prepares support schedules for SEC reporting.
- Assists in develop, implementation and streamlining of financial accounting policies and internal controls related to general accounting activities.

- Supervise one or more senior and staff accountants, including the Accounts Payable staff.
- Provides back-up for other accounting/payroll functions.
- Assists in budgeting, forecasting and annual operating plan processes.
- Provides ad-hoc reports and analyses as requested.
- Analyze monthly / quarterly operations and financial performance; provide variance analysis and explanations; and complete ad hoc analyses as requested.
- Deliver timely financial intelligence and facilitate understanding of the cost structure of business units supported.
- Develop analytical approaches and related tools / technology to analyze current business trends, forecast future business results, and identify, measure and report on key performance metrics.
- Utilize appropriate analytical techniques to demonstrate model development disciplines including documentation, data and model validation, and oversight to ensure appropriate usage.
- Combine diverse information, intuition, and common sense effectively when considering alternatives and developing conclusions.
- Responsible for management reporting and board reporting.
- Responsible for debt administration and covenant compliance.

**SUPERVISORY RESPONSIBILITIES: Assigned Accounting Staff**

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Accounting Degree
- 3+ years Experience
- Masters Degree and/or CPA highly desirable