

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: Staff Accountant
MANAGER: Relationship Manager & Controller

GENERAL FUNCTION: Primarily responsible for assisting the Controller with the financial processes of the assigned clients / companies. Performs assigned accounting functions requiring in depth knowledge of accounting and financial systems.

DUTIES & RESPONSIBILITIES:

- Manages the procure to pay process, including processing of accounts payable, purchase orders, employee expense reports and cash disbursements
- Manages the accounts receivable process, including invoicing, deposits and recording cash receipts
- Process payroll and benefits, including preparation of periodic reports and filings
- Prepares bank reconciliations, month-end journal entries, account reconciliations, checklists and financial statement schedules
- Manages and performs daily accounting, monthly close, quarterly and year-end accounting routines to ensure all financial and management reporting requirements are completed in a timely and accurate manner
- Assists with the completion of the budgeting and planning processes
- Assists with the accurate completion of tax reporting, including sales and use tax reporting

- Assists in the development, implementation and streamlining of financial accounting policies and internal controls related to general accounting activities
- Monitor, manage and communicate changes in client cash position to senior management
- Tracks Key Performance Metrics
- Completes or ensures the accurate completion of Tax Reporting
- Plays important role in External Audits
- Familiar with and ensures accuracy of financial Information in various Software Systems
- Present Financials and other data to management as required
- 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.
- Assist in preparing financial information reports for the board of directors and management team,
- Assists in development, implementation and streamlining of financial accounting policies and internal controls related to general accounting activities.
- Assists in budgeting, forecasting and annual operating plan processes.
- Provide 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.
- Assist with debt administration and covenant compliance.

SUPERVISORY RESPONSIBILITIES: N/A

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- 3 + years experience
- BS/BA in accounting or equivalent