

Instant Technology, LLC

Division: Chicago, IL



Position Title: Senior Controller

Job Description:

We are currently seeking a Senior Controller who is looking to join a dynamic team and is going to take the company to the next level. In response to market demand for our services, we are seeking a true business executive who will report directly to the President of the firm. Candidate must have strong communication and written skills, who can provide direction and leadership throughout the organization. The Senior Controller is responsible for the company's financial and accounting policies, systems and processes, treasury, tax and regulatory requirements, internal controls, ongoing financial modeling, payroll, account receivables/payables and annual business plan.

Roles and Responsibilities:

- Creation and presentation of forecasts and budgets
- Control all of the books, records or other data required for the preparation of monthly financial statements
- Assume responsibility of all internal accounting controls
- Creation and presentation of an annual plan
- Provide overall direction and management to the accounting and financial management staffs, implement staff development programs for professional growth
- Must have sufficient knowledge to help with payroll in various states
- File payroll tax returns in various states
- Prepare year end payroll such as W-2s/1099s
- Being able to analyze all sales consultants' profitability to the company
- Worked with various accounting software, specifically heavy experience with QuickBooks Enterprise
- Monitor organizational performance against both the annual budget and the company's long-term plans. Provide critical financial and operational information to the CEO and managers and make recommendations on strategy and operations.
- Pro-active, hands-on, management of all financial accounting / budgeting / analysis / reporting
- Effective leadership and management style, ability to interact well w/ internal and external contacts at all levels
- Must be willing and able to seamlessly lead and manage at the strategic and operational levels with ease.

Skills:

- College degree required, CPA desired with experience in consulting or professional services environment
- Entrepreneurial mentality with the ability and desire to work in a small team environment that requires outstanding multi-tasking skills and self-initiative
- Strong work ethic and sense of commitment and urgency
- Able to work in a very fast-paced, dynamic results-oriented work environment
- Excellent communication, presentation, customer service, and leadership skills are required
- Ability to establish and build long-lasting relationships with clients and candidates
- Proven record of success improving the profitability of a company by continually monitoring costs in all areas
- Must be hands-on, and be able to mentor staff
- The ideal candidate is someone with confidence and leadership skills who is focused on adding value to the organization, not simply focused on historical results
- Experience as negotiator and financial leader
- Strategic thinker with operational experience
- Staffing Industry knowledge a plus

Pay Description: \$80,000 – \$110,000 based on experience, plus bonus.

Company benefits include: We offer health, dental and vision insurance, long-term disability, Paid Time-Off (PTO), paid holidays, 401K and direct deposit.