

Assistant Controller

U.S. Citizenship Required

A fast-growing company in Reston, VA is looking to hire an Assistant Controller. We are looking for a candidate with a minimum of 5 years of full cycle operational accounting experience (including accounts payable, accounts receivable, fixed assets, payroll, and general ledger).

Candidates should possess the following qualifications:

- Bachelor's degree in Accounting or Finance;
- Minimum of 5+ years of full cycle operational accounting experience (including A/P, A/R, Payroll Processing, Bank Reconciliations);
- Strong attention to detail;
- Experience in all phases of accounting audits – preparation, coordination with auditors, post audit issue resolution;
- Experience with Sarbanes–Oxley implementation, monitor and maintain data in compliant status;
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) particularly in Revenue Recognition for Multiple Deliverables and Capitalization of Computer Software Products;
- Strong excel skills
- Excellent interpersonal skills with an honest, open and consistent team-based approach to working with management combined with enthusiastic and optimistic demeanor.
- CPA required
- Public accounting experience preferred but not required.
- Proficiency in QuickBooks preferred.

Responsibilities for this position includes (but not limited to) the following:

- Prepares month-end close activities including but not limited to journal entries, accruals, deferred taxes, balance sheet account reconciliations, etc.;
- Fixed assets accounting, including:
 - Review fixed assets prior to capitalization for adherence to fixed asset policy
 - Review fixed assets monthly for appropriate reconciliation, depreciation, and amortization;
- Review and process A/P and A/R as needed
- Review and process Payroll semi-monthly
- Prepare financial statements and reports monthly
- Prepare and review corporate tax returns as needed
- Ensure all transactions are recorded in accordance with Generally Accepted Accounting Principles (GAAP);
- Remain up-to-date with latest accounting pronouncements, research and apply GAAP measures as new and technical opportunities arise;
- Identify, implement and maintain internal controls, as well as establishment of policies and procedures to ensure adherence to GAAP and SOX regulatory requirements;
- Audit Liaison - Prepare PBC schedules and gather audit support as needed;
- Process Improvement - Identify opportunities for improvement within the company's accounting function.

Compensation and Benefits:

We offer our employees an excellent compensation and benefits package which includes generous salary and compensated absences, 401K matching with immediate vesting, fully-paid life, disability, health, dental, and vision insurance. Section 125, 529 College Savings Plan, educational assistance, and more.

An Equal Opportunity Employer M/F/D/V