

POSITION POSTING: CONTROLLER

Economic consulting firm seeking applicants for Portland office of ECONorthwest (www.econw.com). Seeking Accountant/CPA with financial and management accounting skills to manage fiscal activities and advise owners and Board of Managers. Responsible for all financial and fiscal management aspects of company operations. Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the company. Primary responsibilities include:

PURPOSE	Manages the operation and administration of the finance department. Focus on accurate financial reporting and on providing timely and useful management information. Supervises accounting team. Provides financial analysis as needed by the management team.
REPORTS TO/ ACCOUNTABILITY	President and Board of Directors
KEY SUCCESS FACTORS	<ul style="list-style-type: none"> • Timely and relevant financial reporting that assists the management team in operating the organization • Timely, accurate financial statements • Timely, accurate, and useful project management reporting • Ability to coordinate accounting functions and supervise an accounting staff • Financial analysis skills
RESPONSIBILITIES	<ul style="list-style-type: none"> • Supervise accounting team and evaluate performance • Review monthly financial reports and interpret for management team • Develop, implement and monitor improved internal control systems • Develop, implement, and monitor accounting policies and procedures • Plan, organize and implement project management reporting and resource planning in conjunction with management team • Oversee payroll processing • Oversee billing and collections • Review insurance coverage and policies and administer as needed • Review benefit policies and administer as needed • Manage all finance-related agreements, including client contracts, leases, employment agreements, etc • Supervise the collection, safekeeping and distribution of all accounts • Act as primary advisor to the President and Board on all questions relating to the business and financial affairs of the organization • Monitor and manage debt requirements including covenants • Function as a member of the management team

	<ul style="list-style-type: none"> • Provide other financial analysis as necessary • Supervise preparation of audit package and ensure timely completion of any audit or review • Work closely with outside CPAs throughout the year to anticipate complexities or accounting issues
KEY PERFORMANCE INDICATORS	<ul style="list-style-type: none"> • Timely financial reports • Accurate financial reports, with limited adjustments from outside CPA at year end • Timely, relevant, and useful financial analysis reports • Timely, relevant, and useful project-management and resource-planning reports • Timely year-end completion
QUALIFICATIONS/SKILLS AND EXPERIENCE AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Financial analysis skills • Strong technical accounting skills, including understanding of generally accepted accounting principles • Strong computer software skills, including ability to develop procedures and forms to complement the accounting software • Understanding of laws, regulations and codes that affect the organization • Experience with project-based contracts, time-and-materials billing, government contract administration, and developing approved rate schedules for government contracts • Ability to conduct technical research and analysis • Team management skills – ability to effectively delegate tasks to accounting clerks and supervise those functions • Team player with a positive “can do” approach. Works well with management team. • Strong communication skills to communicate technical concepts to others, understand the information needs of project managers, and create cooperation among staff and outsiders • CPA preferred, but not required

To Apply: Send resume, references, and cover letter describing availability and salary requirements to Human Resources, ECONorthwest (rosenau@eugene.econw.com). Women and minorities are encouraged to apply.