



Controller

Reports To VP, Finance and Account Management
FLSA Exempt - Full Time
City/State Little Rock, AR

About CGi At CGi, our mission is to create growth and strategic results for associations, businesses, meetings and events. We are a small but rapidly growing company of 45 people with offices in Little Rock, AR and Nashville, TN. You can find out about part of what we do by visiting our client site at <http://www.acmaweb.org/>

CGi provides an array of services: association and event management services, as well as educational and analytical products/services to hospitals and health system clients. Our commitment to maintaining the highest standards of quality and client satisfaction allow us to facilitate the growth and success of each of our valued clients. We believe that our employees and their contributions are critical in this mission.

CGi is seeking individuals with strong service orientation, a desire to work collaboratively, and a predisposition towards high standards and striving for excellence. If you are self-driven, data-oriented, have great attention to detail, and are excited by challenges, we want to hear from you!

TO APPLY

To apply for this position, please submit a resume and cover letter to: Christy Lund / Director of Human Resources / clund@cgiresults.com

Description

GENERAL DESCRIPTION OF POSITION

The Controller is responsible for direct supervision of all accounting and financial functions. This includes the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

In addition, this position will supervise three Staff Accountants.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the Accounts Payable, Accounts Receivable, ACH, General Ledger and other traditional accounting functions
- Prepare and analyze monthly financial statements
- Identify, Implement, document and maintain strong Internal financial controls
- Coordinate the preparation of the annual 990 tax return
- Coordinate annual audits
- General Ledger Account analysis and reconciliations
- Monitor cash flow and balances to both cover expenditures and maximize earnings
- Maintain current records of bank accounts
- Manage the monthly reconciliation of bank accounts
- Responsible for month-end and year-end close of income statement and balance sheet

MANAGEMENT

- Lead a staff of three Staff Accountants
- Employee performance evaluation and career development

OTHER RESPONSIBILITIES

- Lead special finance initiatives as directed by supervisor
- Training of staff on financial policies and procedures

Requirements

EDUCATION, SKILLS, AND EXPERIENCE

- Bachelor's degree in business administration, accounting, finance, or related field preferred
- A minimum of 5 years of hands-on accounting experience
- Certified Public Accountant or Certified Management Accountant designation preferred
- Non-profit experience a plus
- Strong leadership and management skills
- Experience working with generally accepted accounting principles (GAAP)
- QuickBooks experience is required
- Strong analytical, problem-solving, and interpersonal skills
- Excellent planning and organizational skills to balance and prioritize



Requirements

COMMUNICATION AND CRITICAL THINKING SKILLS

- Ability to read, analyze, and understand general accounting ledgers and financial reports.
- Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SOFTWARE SKILLS REQUIRED

- Expert: QuickBooks, Microsoft Word and Excel
- Proficient: Microsoft Outlook

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WHY YOU SHOULD COME WORK FOR US

We offer medical, dental, vision, matching 401k benefits, 12 paid holidays, 17 Paid Time Off (PTO) days, a one-of-a-kind “Half Day Summer Friday” perk, time off to volunteer (after 2 years of service), and a great team of people!

CGi IS AN EQUAL OPPORTUNITY EMPLOYER.