

Gotech Investments, LLC d/b/a Tasksuite is seeking a Controller for its Austin, Texas location who will perform the following job duties:

- Hiring and interviewing junior accountants.
- Managing the accounting team of 3 – 4 people including a Senior Accountant, 1 – 2 Accountants, and a Data Analyst.
- Managing the collections/accounts receivable.
- Managing the accounts payable.
- Preparing monthly and yearly financials in line with accounting reporting standards.
- Preparing payroll.
- Managing the cash flow for the business.
- Reporting on the financials to the board and shareholders.
- Financial forecasting.
- Weekly monitor and reporting on KPIs.
- Tax admin and filling.
- Leading the annual external audit and assisting auditors with audit preparations.
- All other accounting related tasks.

Must have 2 years of related experience, which must include the following:

- Managing the accounting department for a mid-size company;
- Preparing monthly and yearly financials that are in line with accounting reporting standards;
- Preparing monthly payroll and managing the cash flow for the business;
- Managing collections/accounts receivable and accounts payable; and
- Financial monitoring and forecasting using MS Excel or Accounting program.

To apply, send a cover letter and detailed resume to Jill Strange, Human Resources Manager, at jill@tasksuite.com.
REF: Controller.