

Job Description
JD-ACCT-XXX, X.X



Job Title:	CONTROLLER		
Location:	Santa Fe/Los Alamos, NM	Travel Required:	Monthly to Washington, DC for first 6 months; then as needed
Level/Salary Range:	\$95,000 -\$125,000/yr	Position Type:	Full-time
Contact:	Human Resources POC: Rebecca Schneider	Date Posted:	August 3, 2017
Reports to:	Chief Operating Officer	Posting Expires:	August 25, 2017
Website:	www.techsource-inc.com	Relocation Assistance:	Negotiable
APPLICATIONS ACCEPTED BY: HUMAN RESOURCES			
EMAIL/FAX: Human_Resources@techsource-inc.com Subject Line: Controller Application Attention: Rebecca Schneider or Fax: (866) 321-9489		MAIL: Human Resources ATTN: Ms. Rebecca Schneider TechSource, Inc. P.O. Box 988 Los Alamos, NM 87544	

Position Description

This position leads and manages the overall direction, coordination, performance, and evaluation of the corporate financial operations and the Accounting Team. This position is responsible for the company's financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, and various special analyses. This position oversees the development, optimization, and efficiency of all financial accounting systems; provides all functions required by government regulations; reviews, analyzes, and interprets financial and budgetary reports; and leads and directs all metrics affecting the financial performance and success of TechSource. This position is also responsible for financial and accounting support to other corporate functions. This position is a member of the management and leadership team reporting to the Chief Operating Officer (COO). This position may evolve into overall corporate financial controller functions such as Chief Financial Officer.

Individual Responsibilities

- Manages personnel and activities of the corporate accounting department for the accurate and timely dissemination of financial reports including, but not limited to, internal and external monthly financial statements, project specific reports, audits, and annual budgets.

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- Leads development of and maintains TechSource's financial policies and procedures; conforms with, and abides by, all regulations, policies, work procedures, and instructions.
- Responsible for structuring and managing corporate accounting functions within DCAA requirements and guidelines.
- Oversees the personnel and activities in the accounting department, ensuring the accurate and timely processing of accounts payable, purchase orders, employee expense reports, cash control, payroll processing, 401K contributions, employee Paid Time Off (PTO), accounts payable, and accounts receivable reconciliation.
- Oversees the production and analysis of monthly, quarterly and annual financial statements and results.
- Reviews working capital and company cash flow.
- Leads financial planning, budgeting and strategic review processes.
- Oversees accounts receivable activities within the accounting department to ensure the accurate and timely management of all accounts receivable aging components including, but not limited to billings, cash receipts application, funding service management, payroll closing including federal and state reporting.
- Oversees and directly assists with all bookkeeping and accounting functions in Defense Contract Audit Agency (DCAA) compliant accounting system (currently SYMPAQ), including invoicing and follow-up with clients, tracking contract ceiling hours and funding levels for contracts, support of internal and external audits; responsible for reporting and ensuring government and contractual compliance regulating accounting matters such as invoice, travel, and other direct cost (ODC) compliance.
- Assures corporate income tax compliance with accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes.
- Establishes and maintains systems and controls that verify the integrity of all systems, processes and data, and enhance the company's value.
- Leads and supports various special projects and special reports as directed.
- Leads in ensuring and coordinating TechSource's financial relationships with government agencies, contracting offices, and financial institutions.
- Closely involved in information technology and business intelligence.
- Interfaces with management, employees, contractors and clients in a courteous and professional manner.
- Contributes to the office team by performing additional administrative and office operations tasks, as directed.

Supervisory/Management Team Responsibilities

- Leads policies, procedures, processes, and persona development of "One TechSource."
- Responsible for the overall direction, coordination, and evaluation of the Accounting team.
- Carries out supervisory responsibilities in accordance with the company policies and applicable laws.
- Leads, manages, and supports accounting-related interviewing, hiring, planning, assigning duties to team, directing work, advocating for and disciplining employees, performance reviews, and addressing complaints and resolving problems.

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- Responsible for Accounting Team interaction and mutual support to other corporate functions across all corporate locations.
 - Responsible for establishing a positive, productive, and proactive team atmosphere and delivery.
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Required Skills

- Proven team management skills and ability to discern and integrate corporate view and needs into team planning and operations.
 - Demonstrated use of DCAA-compliant accounting systems such as SYMPAQ or DelTek.
 - Strong working knowledge of standard concepts, practices, and procedures related to accounting in the federal government contracting industry.
 - General understanding of the Federal Acquisition Regulation (“FAR”).
 - Capable of executing in-depth and meticulous research.
 - Proficient in using the Microsoft Office Suite of software (MS Word, MS PowerPoint, and MS Excel) and typical office equipment; advanced skills in spreadsheet applications.
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Required Education/Certification

- A BA/BS degree in Accounting, or extensive directly applicable experience in the field.
 - Advanced degree desired
 - Certified Public Accountant (CPA) license or similar certification or license.
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Required Experience

- A minimum of 10 years accounting experience with a government contractor, including at least three years in a managerial role.
 - Strong knowledge and experience in Controller duties and responsibilities as detailed above, including in evaluating and implementing financial systems.
 - Comprehensive technical and operational knowledge of government accounting practices; an excellent understanding of GAAP.
 - Must possess a proven track record of a strong attention to detail, a strong customer support orientation for both internal and external customers, the capacity to work well with others in demanding situations, and a demonstrated record of both independent and team-building skills.
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Desired Skills

- DOE NNSA experience is preferred.
 - DCAA compliance
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Description of Physical Demands and Work Environment

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- Typical office equipment and regular computer work.
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About TechSource, Inc.

TechSource is a nationally recognized engineering and consulting firm specializing in the management and technical delivery of large-scale nuclear and high-technology projects. The company provides direct access to more than 800 experts and industry leaders in the nuclear sciences, non-proliferation technologies, accelerator physics, and systems engineering arenas. TechSource's outstanding technical service has allowed the company to achieve a client retention rate of over 95 percent.

TechSource, Inc is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or veteran status. All applicants are invited to self-identify as an individual with a disability or as a veteran at any time.