



**TECHSOURCE**<sup>®</sup>  
A Science & Engineering Consultancy

**Job Title:**           **Controller**

**Location:**           **Los Alamos, NM**

**Position Type:**   **Full-time Exempt**

**Summary/Objective:** The Controller is responsible for producing financial information that is in accordance with Generally Acceptable Accounting Principles (GAAP). The Controller produces financial data that is relevant, reliable, understandable, consistent, and comparable, in an objective and timely manner for Management to use as a tool to make good business decisions. The Controller is responsible for accurate cost accounting and data processing related to corporate accounting and payroll.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

1. Manages personnel and activities of the Accounting Department to ensure 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.
2. Leads the development of and maintains TechSource's financial policies and procedures; conforms with and abides by all applicable regulations, policies, work procedures and instructions.
3. Structures and manages corporate accounting functions within Defense Contract Audit Agency (DCAA) requirements and guidelines.
4. Ensures the accurate and timely processing of accounts payable, purchase orders, employee expense reports, cash control, payroll, 401k contributions, PTO accruals and leave, accounts receivable and collections.
5. Oversees the production and analysis of monthly, quarterly and annual financial statements and results.
6. Develops and maintains reports/dashboard of operational financials as defined by the COO.
7. Reviews and forecasts working capital and company cash flows.
8. Develops, maintains, and leads financial planning, budgeting and financial review processes.
9. 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 receipt applications and funding service management.
10. Oversees and assists with all bookkeeping and accounting functions in DCAA compliant accounting system, including invoicing and following up with clients, tracking of contract ceiling hours and funding levels for contracts, and supporting internal and external audits; ensures accurate reporting and governmental and contractual compliance through regulating accounting matters such as invoice, travel and other direct cost (ODC) compliance.
11. Coordinates and assures corporate income tax compliance with accurate and timely completion of all corporate income tax returns, taking full advantage of all favorable tax codes.



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12. Establishes and maintains systems and controls that verify the integrity of all systems, processes and data, and contributes to enhancement of the company's value.
13. The Controller will participate in the preparation of taxes, banking and financial activities, insurance renewals, proper reporting and payment to all taxing authorities.
14. Ensures and coordinates TechSource's financial relationships with government agencies, contracting offices and financial institutions.
15. Provides strategic leadership for and advocates on behalf of the Accounting Department and its personnel.
16. Provides financial analysis tools to evaluate project costing, bill rates, pay rates and cost pools including Fringe, G&A and Overhead.
17. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
18. Maintains Chart of Accounts to ensure reliable data collection.

### **Competencies**

1. Expertise in GAAP, DCAA-compliant processes, and Cost Accounting Standards (CAS).
2. Ability to analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations; ability to respond effectively and tactfully to sensitive inquiries and complaints.
3. Effective interpersonal and customer service skills.
4. Effective and persuasive presentation skills on complex financial topics to senior management.
5. Deadline-oriented.
6. Process improvement focus.
7. Detail-oriented, organized, and efficient.
8. Solid understanding of MS Office suite including Microsoft Excel.
9. Proficiency in accounting software common to the government contracting industry (e.g., Deltek, UAnet, Sympaq).
10. Ethical and possesses a thorough understanding of confidentiality requirements.

### **Supervisory Responsibility**

Manages the overall direction, coordination, and evaluation of the Accounting/Finance Department and its personnel.

### **Travel**

This position periodically may require out of town travel to other TechSource locations.

### **Education and Experience**

- Bachelor's degree (B.A.) from four-year college or university.
- Five years or more related experience and/or training working in a government contracting environment.
- CPA license.
- Master's Degree (MBA) preferred.



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**Security Clearance**

Not applicable.

**AAP/EEO Statement**

TechSource is an Equal Opportunity Employer. Minorities, women, persons with disabilities, and veterans are encouraged to apply.

**Drug-Free Workplace**

Techsource complies with the requirements of the Drug-Free Workplace Act of 1988.