



## FINANCIAL CONTROLLER JOB PROFILE

### Company Mission

We will return \$1 billion back to small businesses to help them win

### The Role of Full Charge Bookkeeper

- This position reports to the COO
- This position is responsible for managing all the day-to-day financial functions of the business

### Goals & Expectations

- Update and maintain all accounting records using bookkeeping software
- Produce financial statements, track key metrics, and forecast depreciation, profit, and loss
- Reconcile all accounts as needed and update payroll information

### Primary Responsibilities & Tasks

- Accounts Receivable  
All income is primarily processed through ACH transfer or credit card on a set schedule
- Accounts Payable  
Ensuring all bills are paid on time and within agreed upon budget
- Bookkeeping  
Record and categorize financial transactions in Quickbooks
- Budgeting  
Managing a budgeting process with the Lead & Management Teams
- Reporting  
Provide reports on income/expenses, margins, and 90-day cash forecast for Lead Team
- Run payroll

### Key Performance Indicators

We are a results-based team. The person in this position will be measured using these metrics and is responsible for ensuring these metrics are met.

- Quarterly net profit goal is met
- Accurate reporting and presentation of financials
- Financial system is set and operating across all business functions



## **CANDIDATE PROFILE**

### **Qualifications**

Extensive (3+ years) experience with payroll, financial statements, bank reconciliation, and general bookkeeping. At least a bachelor's degree in finance, accounting, or business is preferred. Advanced knowledge of computer software, particularly QuickBooks, Google Suite Products, and Microsoft Office, is essential.

### **Personal Characteristics**

You likely embody these characteristics:

- You do what you say you will do when you say you will do it and own up to when you mess that up.
- You are responsible and self-reliant.
- You have an attitude of constant improvement.
- You approach life with optimism and see the good in situations and people.
- You are able to communicate clearly, both verbally and in writing.
- In reports, you are able to define problems distinctly, collect data accurately, establish reliable facts, and draw valid conclusions
- You are hands-on and detail-oriented
- You are tech-savvy and aren't afraid to learn a new platform.
- You naturally create systems/processes and aren't worn out by routine.
- You are a problem solver and aren't dependent on others to tell you how to move forward.
- You make decisions with the interest of the company, supervisor and team members in mind.
- You are self-motivated to produce agreed-upon results.
- You are not late to meetings.
- You can provide great references.

### **Your Schedule**

The Financial Controller is a full-time, W-2 employee of GRAVY working approximately 40 hours per week. GRAVY core hours of operations are 8:30am to 5:00pm on weekdays. All full-time employees are expected to be available during core hours for meetings and communication (phone, Slack, email). Scheduled meetings would include, but not limited to, weekly team, weekly one-on-one with COO, and financial reviews.

### **Benefits**

- Monthly medical stipend
- Work from home 2 days a week
- 15 days PTO
- Free parking
- Quarterly reviews