



JOB POSTING

New Title: Controller

All times are in Eastern Daylight Time.

Requisition ID: 2021-6

Number # of Openings: 1

Job Locations: US Lanham, Maryland

Posted Date: 4/15/2021

Duration: Full Time

Category (For Portal Searching): Business/Accounting/Contracts/Finance

Required Clearance to Start: Background check

Reports to: President/CEO

Classification: Salaried-Exempt

Salary range: Salary will commensurate based on experience

Responsibilities and Duties:

Genesis is searching for a detail-oriented Controller to join the team. The successful candidate will be responsible for the day-to-day administrative and financial management of the organization. The successful candidate will be a hands-on and collaborative manager with proven experience in accounting, budgeting, contract management; compliance; and office administration and operations. This position reports to the President/CEO of Genesis.

Essential Job Responsibilities:

- Work with Accounting staff to analyze and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Manage organizational cash flow and forecasting.
- Monitor all accounts, ledgers, and reporting systems, ensuring compliance with applicable Generally Accepted Accounting Principles and regulatory requirements. Maintain internal control safeguards, along with all audit activities.
- Prepare, review, and analyze monthly, quarterly, and annual financial reports.
- Monitor and update financial records and controls.
- Review and adjust journal entries and reconcile general ledger accounts.
- Manage, process, and review payroll.
- Complete the month-end close process including balance sheet and A/R reconciliations, accruals, depreciation schedules, journal entries, and preparation of monthly financial statements.
- Manage cash account and weekly cash reports.
- Supervise AP and AR daily operation and periodic reports.
- Prepare and reconcile contract reporting schedules using excel and DELTEK Costpoint.
- In charge of project setup through project close cycles including drafting proposals, preparing CTRs, budgeting and ETC analysis, cost and revenue processing, project reporting (including 533 reports), and billing.
- Supervise audit process and documentation.
- Prepare yearly DCAA incurred cost submission.
- Manage all contracts including GSA contracts.
- Prepare annual budget and proforma financial statements.
- Supervise documentation of processes, procedures, and controls
- Participate in HR initiatives and remain current on best practices, laws, and regulations.

Qualifications/Requirements:

- Bachelor's degree in Accounting or Business, CPA required.
- 5 years of financial and operations management experience in managerial role.
- Demonstrated ability to design and implement best practices in financial and operations management.



- Solid knowledge of GAAP standards and fund accounting.
- Knowledge of contracting and manufacturing environment for federal government agencies.
- Proven experience managing the quality and content of all financial and accounting data, reporting, and coordinating audits for an organization or significant department/program.
- Proven experience working with a cloud-based suite of finance, accounting, and human resources systems.
- Flexible and a self-starter; able to multi-task while also being highly detail oriented.

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift

Supplemental Pay:

- Bonus pay

Work Location:

- One location

Company's website:

<https://genesisesi.com/>

Work Remotely:

- No

COVID-19 Precaution(s):

- Face Cover/Mask required to enter the facility
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Essential Functions:

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

EEO:

We consider all applicants for positions without regard to sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic information or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate based on any unlawful criteria. If you meet these qualifications and feel this will be a good fit for you, please apply by sending us a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't. Please send resumes to OpenPositions@GenesisESI.com , to apply.

Requisition ID: 2021-6

Job Type: Full Time