

US LOCATIONS

San Jose

San Francisco

Los Angeles

INTERNATIONAL

Europe

Asia

Middle East

Latin America

Africa

Chief Financial Officer

As a key member of the Executive Management team, the Chief Financial Officer will report to the CEO and assume a strategic role in the overall management of the company. The CFO will support the company and be a strategic leadership figure to the entire business especially throughout its growth and will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the company. This includes direct responsibility for accounting, finance, forecasting, strategic planning, project accounting, legal stock holder relationships and institutional financing.

Responsibilities and Duties:

- Provide leadership in the development of the continuous evaluation of short-term strategic financial objectives
- Ensure credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts
- Maintain a comprehensive project accounting system and ensure revenue recognition complies with ASC 605 guidance
- Maintain revenue forecasting worksheets on a daily basis and update expense forecasts as needed
- Direct and oversee all aspects of Finance and Accounting functions of the organization
- Establish and maintain strong relationships with senior executives so as to brief their needs and seek full range of business solutions
- Provide executive management with advice on the financial implications of business activities
- Manage processes for financial forecasting, consolidations and reporting to the company
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting
- Convert accrual financial statements to cash-based financial statements for tax planning
- Assist with the preparation of the Research and Development tax credit analysis and Section 179D tax credit analysis
- Coordinate the annual CPA review and prepare selected schedules as needed
- Coordinate audits from regulatory agencies as required
- Maintain corporate legal records, including stock ledgers
- Negotiate annual insurance coverages and prepare annual applications
- Ensure compliance with tax reporting and licensing requirements
- Maintain and adjust overhead multipliers and conduct periodic billing rate analysis
- Ad-hoc reporting as needed
- Oversee and manage finance & accounting team
- Oversee and manage the HR function

Required Knowledge, Skills and Abilities:

- Strong interpersonal skills, with the ability to effectively communicate with staff and manage at all levels of the organization (including staff at remote locations)
- Strong problem solving skills and the ability to exercise sound judgement and make decisions both accurately and timely
- High level of integrity and dependability with a strong sense of urgency
- Results-oriented
- PC and database proficiency is essential (Windows environment)
- Strong working knowledge of Excel is required
- Familiarity with Deltek Vision preferred

Education and Experience:

- BA/BS in Accounting or Finance, MBA highly desirable
- Certified Public Accountant (CPA) highly desirable
- 10+ years in progressively responsible financial leadership roles, preferably in a professional services environment
- Experience working within a large company of 500+ employees, desirable
- Experience of international finance, including Asia-Pac, desirable
- Exposure to Merger and Acquisitions, primarily integration of companies, preferable