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SPITFIRESTRATEGIES.COM

CONTROLLER JOB DESCRIPTION

At Spitfire, we help our clients bring their big ideas to life with **smart communications, winning campaigns and learning opportunities**. We work with clients focused on righting income inequality, protecting the environment, providing high quality education, protecting immigrant rights, and many other issue areas.

We share our clients' vision of a better world and work hard to help them create the change they need to make great things happen. We're a group of creative, down-to-earth people who enjoy working together to face our clients' toughest challenges. We aspire to build a team that reflects the values of our clients and the communities they impact.

The Controller serves as a crucial leader on Spitfire's finance team and is responsible for the management and direction of the firm's accounting function, including Accounts Payable, Accounts Receivable, project financial support and guidance, strategic analysis and reporting, and systems.

The Controller is expected to maintain high engagement and performance of the finance team staff, while being recognized by the rest of the firm for the team's responsive service and efficient systems and processes. The Controller must develop the team and balance responsibilities across the team for best financial performance.

The Controller is responsible for all aspects of the General Ledger, applying GAAP standards to maintain an accurate representation of the firm's financial position. Responsible for timely monthly/quarterly/annual accounting close. The Controller must be detail-oriented, well-organized and have a big-picture mindset to ensure accurate and reliable financial information and also strategic financial guidance. The Controller must also maintain appropriate checks and balances, and establish and enforce policies for the financial security of the firm.

The Controller is responsible for strategic financial analysis and reporting across a wide variety of areas and is responsible for the tools to track, predict and support sound financial decision-making.

The ideal candidate will be an expert at improving existing processes and systems, and identifying, evaluating, recommending and successfully implementing systems, processes, best practices and tools to support Spitfire's business. The ideal candidate will also have very strong communications skills and emotional intelligence to work across the firm on solutions and to integrate the finance team into the culture of the firm.

We are looking for talented applicants with a minimum of 8 years finance and accounting experience. The Controller is a full-time, exempt employee and must be a high-performing, highly effective, and highly efficient professional.





Responsibilities:

- Staff Management responsibilities for the accounting team currently comprised of a Project Accountant and Jr. Accountant. Responsible for balancing the workload across the team and for training and developing the staff for maximum efficiency and productivity as a team.
- Management, direction, oversight and development of Project Accountant. Responsibility for proper GAAP-compliant revenue recognition, deferred revenue, unbilled A/R, billing, collections and financial support to project owners/managers. Accounts receivable management/leadership. A/R and Project Accounting includes but not limited to:
 - Prepare invoices, submit for approval and send to clients.
 - Explain invoices to clients and project owners/managers. Respond to client billing questions.
 - Establish billing schedule. Explain timing and billing information requirements to project owners/managers, and the importance of timely and accurate billing for the health of the business.
 - Review and analyze transactions related to the project. Ensure the accuracy of costs charged to each project. Prepare various journal entries, and project code adjustments to accurately reflect the financial position of the project.
 - Review contracts to understand project, revenue recognition, billing terms and timing, and to enter project budget in accounting system.
 - Analyze and review budgets and revenue/expenditures for contracts and grants.
 - Recognize revenue consistent with GAAP
 - Maintain Statements of Accounts. Maintain and update project financial reports and tools to track financial progress, calculate revenue and measure profitability.
 - Provide guidance and support to project owners/managers to manage scope while staying within budget.
 - Help managers update project work plans and resource planning in automated PSA system.
 - Collections
- Management, direction, oversight and development of Jr. Accountant. Responsibility for Accounts Payable, credit card management and reconciliation, client payment recording and deposit, proper and timely project and G/L coding of A/P and credit cards, annual 1099/1096, weekly entry of bank information, organized file management and timely A/R support and billing backup. Ensuring compliance with company policies and proper management approvals, and fraud prevention (including check and ACH Positive Pay administration). Additional responsibilities as assigned by the Controller to support the accounting and finance function.
- Responsibility for the General Ledger and the monthly/quarterly/annual accounting close according to GAAP standards and best practices



- Prepare or manage or assigned and review all journal entries to document business transactions.
 - Balance Sheet reconciliations, Closing journal entries, P&L review
 - Resolve accounting discrepancies.
 - Manage timely monthly/quarterly/year-end close, including account reconciliations and adjusting entries.
 - Monitor and review accounting and related system reports for accuracy and completeness.
 - Analyze and reconcile all expenditure and revenue accounts, as well as all balance sheet accounts.
 - Bank reconciliations
- Strategic financial analysis and reporting, including:
- Systems and reports to support staff capacity tracking, sold revenue projections, sales pipeline tracking, utilization, over-servicing and project profitability and trend report analysis for company chiefs.
 - Budgeting reports to key managers
 - Additional ad hoc analysis and research.
- Systems and process improvement.
- Recommend and lead the evaluation, selection, design and deployment of new systems and processes based on best practices in the field
 - Improve existing systems and processes to maximize organizational efficiency.
- Payroll management and oversight
- Track payroll changes, and review and approve payroll.
 - Ensure that the employee census is updated and received monthly from HR.
- Lead role in new and improved pricing structures, reporting, systems, policies and processes
- Support to Spitfire's leadership team for reporting metrics (e.g., employee utilization, direct reports' utilization, over-servicing and profitability of projects owned and managed, projects cultivated and sold, win %)
 - Financial support to the new biz process (including value-based pricing and proposal budgeting support and training), project owner/manager training and systems/process streamlining, etc.
 - Responses/review for financial/budget sections of proposals
- Compliance and tax
- Quarterly DC use tax filing, Quarterly SF County estimated Gross Receipts/Payroll tax filing/payment and Annual final return/payment, Annual DC and SF personal property tax returns
 - 401(k) notice distributions
 - Annual Workers Comp audit response/prep



- Help manage insurance policies and other federal/state/local regulatory and compliance issues.
 - Compilation of cash basis tax schedules for state and federal (Revenue, Occupancy, Comp, Draws, Contributions, Fixed Assets)
- Other duties upon request from the CFO, CEO or Leadership Team.

Compensation

The Controller is a full-time, exempt employee. The salary range for this position is \$100,000.00 to \$120,000.00 per year and based on experience. Spitfire's compensation package also includes 100% paid health and dental insurance for employees, generous paid time off, 14 – 15 paid holidays per year, a 401(k) plan, summer hours and in-office perks.

Location

This position is based out of Spitfire's D.C. office.

About Spitfire

As a woman-owned firm, Spitfire's values are rooted in one core principle: everyone belongs and has the power to spark change. Our work mirrors this. We're relentless in our pursuit of opportunities to represent the best interests of people and the planet, whether that takes us into communities, across the country or around the world. Our team of professionals stands ready to bring — and tap into — diverse perspectives, experiences and expertise to tackle the most critical racial, social and environmental issues of our time.

Equal Opportunity Employer

Spitfire Strategies is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.

Nothing in this job description or posting guarantees employment.

How to Apply

All applications are due no later than 5 p.m. ET, June 14, 2019. Please note the position title in the subject line and send the following to jobs@spitfirestrategies.com:

1. Resume.
2. Cover letter. In your cover letter, please tell us about at least one time when you've sparked change.

Prior to submitting your application, please review the salary range for this position in the Compensation section above. No phone calls, please.

