



CONTROLLER

OVERVIEW OF OPPORTUNITY

The ideal candidate is a detail-oriented individual who will oversee the company's financial records and account personnel. You will be responsible for maintaining all procedures and controls related to the company's financial accounts.

WHAT YOU'LL DO

- Manage day-to-day company accounts
- Assist with financial planning
- Oversee Budget forecasting and cash flow management
- Maintain compliance with government agencies
- Act as the point of contact for external auditors
- Maintain internal books and finances Analyze financial transactions
- Present executive committee with monthly financial reports
- Research, plan and implement Finance Department initiatives including software and systems implementation and other departmental or firm-wide improvements, as needed
- Manage monthly and annual close of income statement and balance sheet, the reconciliations of accounts, and G/L analysis
- Prepare cash-flow reports that project cash needs at weekly and monthly intervals, and handle daily cash management
- Oversee accounts payable and receivable
- Analyze deliverables of self and team to confirm they meet client expectations

THIS JOB MIGHT BE FOR YOU IF

- You have a minimum of a Bachelor's Degree in accounting or 5-7 years work experience
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- GAAP knowledge, CPA preferred
- General Ledger Experience
- Strong written, verbal and collaboration skills

WE GET EXTRA EXCITED ABOUT

- Implementation of new process experience
- Management experience



WHY US

- Humans First!
- Good people doing good work!
- Remote work option
- Meaningful work in a positive culture
- 401K option
- Health, Dental, and Vision coverage available
- Generous time-off policies
- Fun team building activities
- Growth and development opportunities
- Work-life balance

HOURS AND LOCATION

- Remote but must be local to Greater Sacramento
- Monday-Friday

WHO WE ARE

Clutch is an award-winning, certified micro and women-owned business that works to match organizations with resources they dream about. Clutch elevates their employees by building on their strengths and promoting work-life balance. Our team of professionals support one another to continuously become the best versions of themselves; truly living out the Clutch core values of drive, optimism, and connection.