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| **TITLE:** | Controller | **REPORTS TO:** | CFO |
| **DEPARTMENT:** | Finance/Accounting | **START DATE:** | NA |
| **LOCATION:** | Charlotte, NC |  |  |

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| **Position Overview:** |
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| Effectively manages and executes day-to-day accounting functions in support of established policies, goals, and objectives. Will handle accounting and oversee the financial activities of the company. |

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| **Experience Profile:** |
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| * Strong knowledge and experience in GAAP standards and regulatory requirements
* Possess exceptional written and verbal communication skills, including ability to articulate recommendations in a concise and timely manner
* Excellent computer skills including Microsoft Word, Excel, PowerPoint, and Outlook
* Strong organizational, problem-solving, and analytical skills
* Ability to work independently and collaboratively, willing to coach and mentor others
* Strong interpersonal skills, engages others in gaining perspective and feedback, reliable team player
* Demonstrated ability to review and assess work with excellent attention to detail
* Has a passion to build out the accounting function at a growing organization
* General knowledge of international accounting rules and regulations, skillful in researching specific topics, resourceful in developing familiarity with regulations and requirements
* Achieves budgeting goals with proper scheduling, analysis, and corrective action
* Understands business implications of decisions and displays orientation to profitability
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| **Principle Duties and Responsibilities:** |
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| * In conjunction with CFO, establish financial and operating benchmarks. Budgets, program monitoring, and reporting standards
* Implement consistent accounting policies, practices, and procedures, across all programs
* Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflow
* Oversee and support accounting with dynamic leadership that creates an environment of trust and productivity
* Manage all aspects of accounting, billing, financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, revenue recognition, and various special analyses
* Maintains chart of accounts and orderly accounting filing system
* Process payments of all accounts; ensuring all accounts are paid on time
* Partners with operations to identify and vet third-party vendors (including trial sites) and negotiate appropriate contract structures and terms that take into consideration operational implications
* Monitor cash and funding balances
* Perform analysis regarding capital investments, pricing, contract negotiations, significant costs, benchmarks, and other matters with Chief Financial Officer
* Prepare journal entries and monthly accruals
* Prepare quarterly/annual financial reports
* Proficiency with accounting software and experience with software system implementation
* Calculates monthly investigator grants
* Performs other related duties as assigned by management
* Presents relevant information to the CFO
* Additional controller duties as required
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| **Qualifications:** |
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| * Bachelor’s degree in Accounting; CPA highly preferred
* 5+ years proven accounting experience
* Professional accounting certification. Working knowledge of GAAP
* Ability to work independently and as a member of various teams
* Earlier experience in public accounting is highly valued
* Ability to work with all levels of management
* Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
* Ability to effectively build and support an inclusive and diverse working environment
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| **Work Environment:** |
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| * Work performed primarily in an office environment
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The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.