CFOLC TOOLS LIBRARY

# Accounting Director, Job Description

*Here is a job description that includes the major responsibilities and qualifications for an accounting director, who reports to the CFO.*

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We are looking for a Director of Accounting to join our growing finance team. Initially reporting to the CFO, this role will be instrumental in improving the speed and accuracy of the company's accounting, while upleveling the internal controls and documentation of core functions.

What you'll do:

- Oversee all day-to-day accounting functions, including GL, AP, AR, Payroll, Treasury and Tax
- Orchestrate the monthly, quarterly and year-end close processes
- Perform technical research as required in complex areas, specifically revenue recognition. Provide guidance to ensure accounting is being done correctly and stakeholders understand the accounting implications of contract terms
- Prepare reconciliations of complex accounting areas
- Enhance and maintain excellent internal control systems
- Prepare for and manage the external financial statement audit
- Work with outside accountants to ensure tax returns are filed timely and in the appropriate jurisdictions
- Find and implement new processes and systems to make accounting operations more efficient and accurate
- Manage the company's capitalization table

About you:

- Detail-oriented and passionate about spreadsheets in the best way possible
- Your motto is to work smarter, not harder. You are consistently looking for new and improved ways to do things, so that we can serve our team members and partners quicker and better.
- Ability to prioritize - both projects and the most important internal controls
- Comfort with a fast-paced environment where there is lots of growth and change
- Willing to pitch in wherever needed. Whether it's classifying expenses, figuring out how to operationalize a new initiative or giving a team member a high five, you are ready to help out and support the team.
- You're nice to be around. You know your stuff, but you're humble about it. If we're spending about a third of our time together, it's good to like each other!
- Accountable for your projects - getting things done on time, owning your mistakes (they happen!) and putting pride into your work.
- Excited to build new things in a fast-changing environment. Thinking ahead, but being willing and able to pivot when needed.

Qualifications:

- 7+ years of experience in accounting, with a preference for an audit & private mix
- Work experience in a high-growth enterprise SAAS business, with specific responsibilities in revenue recognition and close processes
- Killer Excel skills, including the ability to make three statement models
- Experience with Netsuite
- Bachelor's Degree in Accounting, CPA preferred - inactive OK.

Bonus points:

- ○ International consolidation experience
- ○ Experience with Bill.com, Carta, Ram

*(Source: CFOLC)*