

# Cult Gaia - Controller/CFO

Updated 23-May-2019

Department: Finance/Accounting

Title: **Controller/CFO** (depending on qualifications)

Mission: Accountable for ensuring that the financial statements and accounting controls adhere to generally accepted accounting principles and Corporate policies. Drives measurable value by providing key measurement metrics to focus business on profitable growth. Provides leadership to executive team and financial discipline.

## Key Results Areas

1. Financial Statement Preparation & Reporting (20%)
2. General ledger and account (cash) reconciliation (20%)
3. Financial planning, budget and variance analysis (20%)
4. Cost Accounting & Inventory (20%)
5. Supervise Accounts Receivables & Accounts Payables (20%)

## **Key Responsibilities:**

### **1. General Ledger & Account Reconciliation.**

- Ensure general ledger postings are accurate and reflect GAAP rules
- Oversee and direct all monthly, quarterly and year-end closings
- Ensure all monthly bank reconciliations are performed and complete
- Establish and maintain appropriate internal safeguards to ensure prudent spending and expense control
- Establish appropriate financial processes and controls to accelerate the pace of business while controlling risk and driving efficiencies

### **2. Financial Statement Reporting & Analysis**

- Responsible for the monthly preparation of consolidated financial statements including profit and loss statement, cash flow statement and balance sheet
- Develops and maintains forward looking cash flow projections to cover operating costs and expenses; ensures positive cash flow
- Analyze financial statements to pinpoint potential weak areas and recommend/initiate solutions.

### **3. Financial Planning, Budgets & Actual Variance Analysis.**

- Provide various levels of management with accurate and timely information necessary to make strategic and operating decisions.

- Evaluate company working capital requirements and possible company leverage strategies with financial institutions if necessary
- Ensure accuracy and integrity of cost accounting system, transactions and processes.

#### **4. Cost Accounting & Inventory**

- Direct perpetual inventory control and annual physical inventory count
- Actualize product costs to ensure that planned margins are achieved

#### **5. Supervise Accounts Receivables and Accounts Payables**

- Ensure that customer invoices are paid for within a timely manner; actively engaged in keeping aged A/R in check
- Manage Accounts Payable manager to ensure that invoices are properly reviewed, paid for and categorized

### **Qualifications:**

#### Education/Experience:

- Bachelors or Masters' Degree in Accounting, or equivalent
- Minimum 10 years of experience in an accounting or finance including 5 years of ownership of financial statements
- Strong knowledge of GAAP and internal controls is required; CPA preferred
- Knowledge of international financial rules and multi-currency cash flow preferred

#### Skills/Knowledge/Ability:

- Willing to be in a hands-on role, as a direct contributor building the finance infrastructure to support a fast-growing business
- Experience managing cash in a high-growth environment
- High level of trust and integrity
- Excellent written and verbal skills
- Problem solving and analytical skills
- Strong attention to detail and accuracy; fact-based decision maker
- Excellent Excel skills
- Collaborative person and effective team player
- Good people management skills, encouraging active involvement
- Self-motivated and self-starter

### **Authority:**

- Reports to CEO
- Provides COO with financial analysis to support operation functions
- Supervises AP Manager and AR Clerk

Qualified candidates should email resumes to: [jenny@cultgaia.com](mailto:jenny@cultgaia.com)