



About the Company:

Badger CPA was founded in 2014 to help entrepreneurs and businesses succeed. Our mission is to honor God by facilitating the financial success of business owners. Our vision is to be trusted advisors to the business owners we serve and to improve community by helping our clients grow and thrive.

Our Niche: Implement best practices in our clients' finance and accounting systems.

Our target market includes Growth-minded Business owners who:

1. desire to improve their accounting/finance function
2. need financial statement review and oversight of their existing accounting/finance team
3. need to ensure compliance with third party agencies
4. are looking for pro-active tax planning
5. are thinking about hiring a Controller or CFO

Our core values are:

1. PEOPLE FIRST Family focus, winsome and caring for others.
2. HUMILITY Admit when we are wrong, quick to listen and slow to speak, learning from others.
3. OWNERSHIP Responsible for actions, follow through on commitments, high accountability culture.
4. RESULTS MATTER Commitment to excellence, continuous improvement, celebrating wins!
5. HUSTLE Growth oriented, hungry, going above and beyond.

Job Overview:

As Controller, you are responsible for managing and overseeing the operations of the accounting team by supervising, tracking, and evaluating day-to-day activities. You monitor and analyze accounting data to ensure accuracy. You oversee the budget and maintain frequent communication with the leadership team to ensure client expectations are met while enforcing proper accounting methods, policies, and principles.

Five Key Functions:

1. Training/Supervising Team
2. Project/High Level Work
3. Client Relationship/Retention
4. Quality Control
5. Budget/Utilization of Team

Job Duties:

- Acceptance of firm core values (People First, Humility, Ownership, Results Matter, and Hustle)
- Build relationships and interact with clients to provide excellent planning, consulting, and expertise
- Improve processes by developing or implementing best practices



- Coordinate accounting team staff and assess their performance
- Manage outsourced functions as applicable
- Maintain open communication with all members of the leadership team
- Develop financial strategy, including risk minimization plans and forecasting
- Develop performance measures and monitoring systems that support the company's strategic direction
- Manage the budgeting/forecasting processes
- Implement operational best practices related to accounting and finance
- Provide recommendations to clients to improve systems and procedures and initiate corrective actions
- Prepare special reports as needed to analyze and summarize information and trends
- Review client and vendor contracts to minimize company exposure to liabilities
- Oversee compliance with Local, State and Federal Government reporting requirements and tax filings

Education:

Must have a bachelor's degree in accounting, finance, business administration or related field. A master's degree or extensive experience in the financial field is preferred.

Experience:

- 5+ years similar work experience in a service company and/or CPA firm
- 5+ years work experience in leading teams
- Government contracting and DCAA compliance experience required
- Excellent accounting software and administration skills

Skills:

- Exceptional knowledge of finance, accounting, budgeting, cost accounting, and cost control principles and Generally Accepted Accounting Principles
- Advance knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations
- Proficient in QuickBooks software
- Strong orientation to detail and ability to maintain accuracy when managing accounting functions
- Analytical ability to develop and implement improvements or recommendations. Must be able to effectively handle multiple projects simultaneously in a deadline driven environment
- Excellent customer service skills to interact with clients in a positive, cooperative, and courteous manner
- Proficient mathematical skills
- Excellent interpersonal and communication skills (both written and oral)



- Strong computer and keyboard skills, which include Microsoft office, 10-key touch, PowerPoint, Office 365 suite and office equipment
- Ability to work well with leadership team as well as mentor/lead others

Licenses/Certifications:

Certified Public Accountant (CPA) or Certified Management Accountant (CMA)

Physical Requirements:

- Consistently sit for four or more hours per day performing various tasks
- Constantly uses fingers and hands when typing, using 10-key, telephone, tools, or other equipment
- Frequently lift, transfer, push or pull up to 15 lbs. of files, boxes, or other small office equipment
- Hear average or normal conversations and receives ordinary information through verbal communications
- Use average, ordinary visual acuity necessary to utilize the computer or other office machinery and to read or write instruction manuals or other documents
- Frequently move about the office which may include climbing stairs, stopping, kneeling, and/or bending
- May travel to attend events or to attend other business activities

Working Conditions:

- The work setting is a hybrid home office and traditional office environment located inside a building with no hazardous or significantly unpleasant conditions
- Conceptual/Intellectual Activities and Requirements:
 - Frequently convey detailed or important instructions or ideas accurately, clearly, and quickly
 - Understand, remember, follow, and exchange complex instructions, information, and guidelines.
 - Organize thoughts and ideas into understandable terminology
 - Ability to apply common sense reasoning and decision-making to carry out detailed, involved financial transactions, and to resolve problems involving several concrete variables
- Dependable attendance and punctuality are necessary to perform the essential job duties
- Willingness to participate in training and development opportunities to improve job knowledge of company policies, procedures, and services
- Available to work occasional long hours when necessary to reach goals. Including evenings and weekends as required

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable



individuals with disabilities to perform the essential functions. Additionally, this document does not create an employment contract, implied or otherwise.