



Controller

10/5/2022

Classification: Exempt – Executive; Professional; Administrative

The Controller (CR) undertakes all aspects of financial management including TMG's corporate accounting, financial reporting, budget and forecast preparation, and development of internal control policies and procedures. Responsibilities include managing all finance and accounting operations, coordinating and directing the preparation of budget, financial forecasts, and preparing and publishing timely monthly financial statements. In addition to having finance and government accounting experience, the CR must be well-versed in small business management and planning. The CR supervises TMG's administrative staff and is a member of TMG's executive management team, reporting to TMG's President.

Responsibilities Include:

The CR's performance will be measured on his/her success in the following functional areas:

- Finance & Accounting - Manage all accounting operations including Billing, A/R, A/P, GL, Cost Accounting, Inventory Accounting and Revenue Recognition. Coordinate and direct the preparation of the budget and financial forecasts and report variances. Prepare and publish timely monthly financial statements. Research technical accounting issues for compliance. Support month-end and year-end close process. Ensure quality control over financial transactions and financial reporting. Manage and comply with local, state, and federal government reporting requirements and tax filings. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Payroll Coordination - Ensure quality control in payroll coordination with 3rd party vendor. Ensure quality control in onboarding new employees into payroll system.
- IT Coordination - Manage and maintain company assets, equipment, software licenses, and subscriptions (Cloud9, Office365, ERI, etc.). Troubleshoot and coordinate IT service requests with 3rd party vendor as needed.
- Office Administration - Maintain corporate insurance, corporate certifications and memberships as necessary (SAM, ASA, etc.). Supervise and train administrative staff. Maintain corporate files (client, vendor, company & banking).

Requirements Include:

- Bachelor's degree in accounting, Business Administration, or equivalent

- Minimum 7 years broad accounting/management experience in a small, entrepreneurial company environment
- Professional client services experience
- Government accounting experience
- 3 years accounting, tax preparation and payroll coordination experience
- Skills: Project & Staff Management, Communications, Organization, Strategy & Planning, Policies & Procedures, Leadership
- Required Technical Skills: QuickBooks, Excel
- **2 days per week preferred onsite at TMG office**
- **Must be a US Citizen / US Resident**

Company Profile:

The McKelvey Group, Inc. (TMG) is a consulting firm in Gaithersburg, MD providing advisory and outsourced services for Federal contractors and commercial companies. TMG focuses on small to mid-sized businesses experiencing or planning for significant growth. TMG services include finance and accounting support, Government proposal development, business valuations, and customized training.