

# GoodCitizen

---

## Financial Controller (Part Time, Flexible) Location: Remote, United States Based

### The Opportunity

GoodCitizen is a boutique executive search firm dedicated to advancing leadership within mission-driven organizations, including philanthropies, nonprofits, and social enterprises. We specialize in identifying diverse, impactful, and community-focused leadership teams that align with our clients' missions.

Incorporated in 2020, we are now a \$3M business with a team of 13 full-time search professionals, with plans for continued growth. Our current Financial Controller is retiring in early 2025, and we are now actively seeking a new Controller to support us as we continue to grow. This remote role is scoped at 20 hours per week with flexibility to design your own working schedule.

We're looking for:

- An experienced finance professional with a breadth of experience spanning accounting, financial reporting, budgeting and cash flow management
- A detail-oriented problem solver who thrives in fast-paced environments
- A self-directed individual who is able to operate with very little oversight or guidance
- A collaborative team player with a passion for purpose-driven work
- Someone eager to contribute to a culture of equity, diversity, and inclusion.

### Ideal Candidate

The **Financial Controller** will be responsible for managing all aspects of the company's accounting functions, including financial reporting, budgeting, cash flow management, and compliance, often acting as the primary accountant and wearing multiple hats by managing accounts payable/receivable, payroll, and potentially even some aspects of human resources.

This role is ideal for an experienced finance professional who is driven by the opportunity to shape a growing, mission driven organization while also enjoying a degree of professional flexibility. This role reports to the Managing Partner of the firm and works directly with the Board Chairman.

**Key Responsibilities Include:**

# GoodCitizen

---

- **Accounting operations:** Perform day-to-day accounting tasks including invoicing clients, bank reconciliations, accounts payable, receivables, payroll, and general ledger maintenance. Assess current processes and implement changes when needed. Using outside payroll processing, oversee payroll calculations, deductions, and tax filings, ensuring compliance with labor laws.
- **Financial reporting:** Using the company's financial software, prepare timely and accurate monthly/quarterly financial statements, including income statements, balance sheets, and cash flow statements, providing insights to management.
- **Budgeting and forecasting:** Coordinate and direct the preparation of the annual budget and financial forecasts. Develop and monitor the company budget, analyzing variances and proposing corrective actions. Work with executive team to guide the organization's financial decisions and provide financial analyses as needed.
- **Tax compliance:** Work with external tax professionals to ensure timely filing of all federal, state, and local tax returns.
- **Internal controls:** Establish and maintain robust internal controls to safeguard company assets and mitigate financial risks.
- **Cash flow management:** Monitor cash inflows and outflows, identify potential issues and propose solutions to support optimal cash position.

## Desired Qualifications and Skills

With the understanding that no one person will offer every desired skill or qualification outlined below, compelling candidates will offer much of the following:

- Bachelor's degree required, preferably in accounting or finance
- Proven working experience as a Controller or similar financial management role.
- Knowledge of accounting principles and procedures
- Financial management experience in a small, growing business with limited processes and systems
- Skilled at financial reporting and modeling in excel
- Experience with creating financial statements, general ledger functions, and the month-end/year-end close process.
- Proficiency in accounting software (Intuit QBO) and MS Office (especially Excel).
- Strong analytical and problem-solving skills.

# GoodCitizen

---

- Attention to detail and ability to work independently.
- Effective communication and interpersonal skills

## Compensation and Benefits

This is a part-time (~20 hours per week), remote position. Compensation range for this position is \$75-\$85/hr, or approximately \$78k-\$88k annually and will be based on professional background, years of experience, and ensuring pay equity within the organization. This position will not be eligible for most benefits.

*GoodCitizen is an equal opportunity employer. We're committed to creating a workplace where employees thrive both personally and professionally, while also feeling included, respected, and valued. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained impact.*