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|  | <h1 style="text-align: center;">Assistant Vice President- Finance</h1> <h2 style="text-align: center;">Job Description</h2> | | <p>Document Number:</p> <p style="text-align: center;">JD-FIN-03.10</p> |
| | <p>Department:</p> <p style="text-align: center;">Finance</p> | <p>Effective Date:</p> <p style="text-align: center;">June 14, 2016</p> | <p>Revision No</p> <p style="text-align: center;">0</p> |

I Reason for Existence


This position is responsible for developing and maintaining accounting practices and procedures, confirming compliance with government regulations, ensuring accurate and timely financial statements and overseeing the business unit's internal controls.

II Duties and Responsibilities

1. Directing all aspects of accounting operations, overseeing all transactions related to general ledger, receivables, payroll and financial reporting.
2. Analyzing company's financial results with respect to profits, trends, costs and compliance with budgets; issue regular status and ad hoc reports to senior management.
3. Providing strategic guidance around capital financing options to support company growth needs.
4. Developing and coordinating all relationships with lending/financial institutions.
5. Developing and maintaining all necessary accounting policies and systems, including general ledger and financial reporting. Ensuring that records are maintained in accordance with generally accepted accounting principles.
6. Coordinating and/or preparing tax schedules, returns and information.
7. Managing relationships with insurance providers and ensuring compliance.
8. Managing all tax planning and compliance with all required federal, state, local, payroll, property and other applicable taxes.

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9. Managing cash flow.
10. Building an accounting department as the company grows.
11. Interacting with venture capital partners and board of directors.
12. Other finance and administrative duties as required.

III Minimum Qualifications

1. Minimum five years managerial accounting and financial management experience
2. Experience working in a growing start up environment strongly preferred.
3. Bachelor's degree in Accounting, Finance or Business.
4. Strong organizational skills, attention to detail, ability to prioritize and meet deadlines.
5. Experience in a service business with activity based project costing.
6. Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines.
7. Ability to work without direct supervision, and efficiently manage tasks and time.
8. Merger and acquisition finance experience.
9. Strong analytical skills and ability to solve difficult problems.

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