



<b>Title</b>	<b>Vice President of Finance</b>
<b>Department</b>	<b>Accounting and Administration</b>
<b>Reports to</b>	<b>Co-CEO</b>

### **Advocate**

Since 2001, Advocate, the Premier Technology Business Management Services Company, has helped more than 600 global enterprises transform and optimize their technology services, while achieving \$20 Billion in cumulative savings. We have more expertise and data to work with which is why we deliver an average of 25 percent savings and a 10-to-1 return on investment. The successful candidate is a key business partner to the Co-CEO and Founders as well as the business leaders at Advocate. The position is responsible for the overall accounting and financial management of Advocate including recording of journal entries, payroll, preparation of financial statements, budget forecasting, financial analysis, reporting, cash management, fixed assets, AR, AP and other financial management related duties. The position is also responsible for the IT function. The position currently has four direct reports (2 staff accountants, 1 time and billing administrator, and IT manager). The ideal candidate is a coach and player/doer.

### **Key Accountabilities**

**As leader of the functional areas outlined below, the primary objective for this role is to deliver productivity to the service delivery and other functions in the organization. As a general rule, this role should be focused on simplification, standardization and systemizing process in the company relative to the responsibilities below. The ultimate goal is to help the broader company achieve the financial targets of the company. While below is intended to be a comprehensive list of the responsibilities and duties of this role, other tasks may arise from time to time that require support aligned to the functional responsibilities outlined below. As a leader, this role is expected to set an example and proper tone of collaboration, team work and open communications for leadership within the company.**

### **Responsible for timely and accurate accounting period closes**

- Reconcile revenue between accounting system and project management application.
- Prepare reconciliation to annual financial plan.
- Review and prepare balance sheet account reconciliations.
- Review P&L accounts to for proper accounting of monthly expenses properly.
- Prepare monthly analysis of financial statements, review with practice leaders and other functional budget owners.



### **Manage the execution of core financial processes**

- Supervise invoicing and cash collections including preparation and delivery of invoices. Invoices should reconcile with billable resources and client-billable reimbursable expenses. Execute a billing validation process to insure complete, accurate and timely billing to our clients.
- Maintain and distribute a weekly cash flow report as well as a 90 forward looking forecast as a best estimate factoring in recurring, fixed fee and performance fee collections.
- Manage the AR process in collaboration with relevant team members to achieve AR cash flow goals.
- Manage and maintain a sufficient Line of Credit (LOC) for the working capital needs of the company.
- Supervise semi-monthly transmission of payroll and expense reimbursements and subsequent posting of payroll register to ADP.
- Monitor and report work flow schedule and resource utilization planning for consultants and billable personnel weekly.
- Oversee the posting of vendor invoices to the accounting system and prepare weekly check runs. By timely payment of invoices and vendors, achieve a good credit rating for the company.
- Manage G&A expenses to budget. Create policies, processes and reporting to optimally manage G&A expenses. The goal is to manage to our financial metric for G&A (as a % of revenue) and continuously improve the metric over time.
- Manage T&E policy and process to achieve efficiency and cost controls.
- Manage the capital budget and depreciation schedule.
- Manage annual external audit process, timeliness and cost as required by the company.

### **Manage internal systems and financial records**

- Maintain enterprise information system reporting (Intacct), including support for Projector (PSA) Time and Billing SaaS application – internal utilization and billable revenue forecasting/planning tool.
- Maintain payroll register files, annual wage reports with payroll processor.
- Manage the accounting and planning function for wellness and benefits programs – medical, FSA and 401K plans.
- Provide templates for daily report generation from accounting system.
- Ensure that payroll and accounting systems are maintained and fully functioning.

### **Budgeting and Forecasting**

- Facilitate annual budgeting process with business unit managers.
- Update and revise 4-year pro forma model specifically including the Advocate 20 initiative – our strategic plan, as necessary.



- Develop and publish forecasting tools for revenue, margin and cash flow on a daily, weekly and monthly reporting frequency. This forecasting tool should be designed and leveraged to help business unit stakeholders achieve improved financial results.
- Accurate forecasting for optimal management of the business. Forecasting should be completed on a weekly basis. The goal is to protect from lost billable time and speed of completion. The goal is to provide the platform for accurate forecasting. The practice leaders are responsible for managing the projects, time and % completion, and client outcomes.
- Develop financial analytics to help manage ROI on practices, Go To Market (GTM), people and investments. The goal is to have more financial analysis to inform managers to make better management decisions.
- Collaborate in the pricing strategy and process development. Measure pricing effectiveness.

### **Systems Management and Talent Support**

- Manage systems team personnel
- Manage key office support functions including administrative tools – software, facilities (including lease obligations), network/computers, and other office tools.
- Set a goal for the systems team to improve business support systems for optimal business productivity.
  - Design and implement new systems where ROI is identified and can be realized.
  - Support business units who are developing systems or automation to improve productivity
- Manage systems team to annual goals and objectives set by the management team.
- Support HR administrative functions including payroll, benefits and other HR functions which have accounting requirements
- Support the incentive plan process and annual focal point process from a budget and accounting perspective.

### **Contracting and Risk Management**

- Develop and oversee contract process with 3rd parties (clients, vendors) including third party legal counsel.
- Contracting - Develop a contract management process to support the GTM and third-party vendors based on established SLAs.
  - Determine optimal resources including law firm to support process.
  - Catalog and maintain a contract database for all contracts – customer, vendor, etc.
- Risk Management – In collaboration with the Co-CEO, develop a risk management strategy and function. The primary goal is to have documented policies and maintain insurance to cover risk in the business – insure align to contractual obligations and other exposures.



- Legal – support the legal management of the business. The primary legal function will be the responsibility of the Co-CEO.
  - Corporate Governance
  - Claims and Litigation
  - HR legal policies and issues in partnership with Talent

### **Qualifications and Experience**

- Bachelor's degree in finance, accounting, economics, or business administration from an accredited college or university
- MBA from recognized national program and/or CPA preferred
- 10+ years of relevant professional services industry experience with successful tenure in accounting and finance
- Experience in technology or professional services industry preferred
- Experience with M&A transactions and managing PE or third-party investors
- Strong fit with Advocate culture, values and/or prior successful working experience with the company co-founders
- Excellent presence, verbal and written communications skills
- Strong Microsoft Office application suite (MS Word, Excel, PowerPoint, Access and PowerBI)
- Prior experience with PSA and ERP applications (preferably Projector and Intacct)
- Must provide Proof of Right to Work in the United States on the I9 Form

### **Profile** (Personality attributes that tend to match well with this job description)

- Business minded with strategic thought process
- Very organized and structured
- High attention to detail and process
- Likes to be thorough and accurate
- Determined to reach goals and accomplish results
- Cautious and tends to avoid risks
- Encouraging and pleasant but can be objective
- Works well with others
- Straightforward, minimum abstraction
- Seeks to improve current procedures

### **Opportunities**

- Join a company named to the **Inc. 5000** list of Fastest Growing Companies for **eleven consecutive years**
- Named one of the Top 100 Workplaces by The Atlanta Journal-Constitution
- Work daily with Fortune 500 Clients
- Opportunity for rapid career advancement
- Client facing position with the opportunity to make a direct impact



### **Rewards and Benefits**

- Competitive base pay
- Incentive bonus plan
- Deferred compensation
- PTO per the PTO policy
- 2 paid days off for community service
- Comprehensive benefits package
- Medical/dental/vision benefits
- Company matched 401(k) with immediate vesting
- Flexible work arrangement to support a good work-life balance
- Professional development with a long-term career path
- Continuing education and training reimbursement
- Paid employee referral program
- Conveniently located near I-285, GA-400 and I-85; free parking

### **Organization and position related competencies**

<b>Organization</b>	<b>Position Specific</b>
Customer Focus	Business Acumen
Partnering/Teamwork	Results Oriented
Integrity/Ethical Standards	Problem Solving
	Communication
	Relationship Building
	Systems Thinking

If you'd like to join the Advocate team, send your cover letter and resume for consideration to: [carrisa.jones@advocateinsiders.com](mailto:carrisa.jones@advocateinsiders.com).