

<b>Title</b>	<b>Controller</b>
<b>Business</b>	<b>Enablement</b>
<b>Reports to</b>	<b>Chief Financial Officer</b>

## Who we are?

Advocate is the Premier TBM Services Company. Advocate operates 3 lines of business – advisory services, managed services and technology procurement services (aka, the Insider Marketplace). We leverage our Technology Business Management (TBM) framework to help IT leaders move beyond bits and bytes and measure ROI in terms of business value and outcomes that provides opportunities to save money, improve performance and deliver crucial insight to help them make the best possible decisions related to their technology investments. That’s why we work, Smarter. Together.

The **Controller** will be responsible to direct all aspects of the Accounting function including monthly and quarterly close, annual audit, payroll processing, overseeing the management of Accounts Payable (AP) and Accounts Receivable (AR), acting as a liaison with the Advisory Services and Managed Services leaders to verify accuracy of project data, manage banking and treasury functions and oversee accounting resources.

Advocate is currently 90+ employees and ~\$26 million in annual revenue. The company is targeting to double annual revenue and employees over the next few years. The **Controller** should be comfortable leading in a high growth (organic and non-organic) environment.

## Key Areas of Focus

- Full cycle accounting including General Ledger, AP, AR, cash management, and treasury
- Timely and accurate monthly and quarterly closes ensuring compliance with GAAP/ASC-606
- Managing the close process with accurate and timely income statement, balance sheet and cash flows on a monthly basis
- Lead for annual audit process to ensure strict compliance with GAAP
- Lead for bi-monthly payroll processing ensuring on time and accurate pay including 401k
- Develop and maintain accounting policies, procedures and controls
- Develop and maintain internal accounting “Playbooks”
- Process improvements and automation to streamline and improve the Accounting function
- Ensure compliance with all tax requirements including managing reserves and payments as needed
- Work with operational managers to ensure on-time weekly time-entry and accurate project time keeping
- Manage any outside professional services needs for the Accounting function

## **Qualifications**

- BS/BA degree required; MBA preferred
- CPA required
- 10+ years of experience; leadership and technical experience that is relevant to Advocate; experience in the communications or IT industry preferred with exposure to accounting for Consulting businesses
- Experience with and demonstrable ability to work with a variety of organizational leadership to ensure best practices are followed in terms of delivering on accounting requirements
- Provide leadership while mentoring and growing staff capabilities
- Exposure to Private Equity and/or Mergers and Acquisition activity is highly desired
- Experience with Sage Intacct is highly desired or a strong track record of learning and becoming the subject matter expert on Accounting systems
- Experience with ADP (Workforce Now) is highly desired
- High degree of technical skills with Microsoft Office; specifically, Excel and PowerPoint
- Experience with advanced reporting tools such as Microsoft PowerBI or Tableau is a plus
- Ability to travel for due diligence or other needs – 10%

## **Other Skills and Abilities:**

- Strong fit with Advocate culture and values
- Prior successful working experience with company co-founders and/or Private Equity owners
- Ability to multi-task, set their own priorities, and execute with minimal daily supervision
- Superior interpersonal communication and presentation skills as well as proven organizational skills are required
- Outgoing, articulate and passionate people person with the ability to lead and coach

## **Opportunities:**

- Work for a rapidly growing company with expanding new solution sets in evolving markets
- Named one of the Top 100 Workplaces by The Atlanta Journal-Constitution
- Market to IT leadership at Fortune 2000 organizations
- Opportunity for rapid career advancement

## **Rewards and Benefits:**

- Competitive base pay
- Incentive bonus plan
- 3 weeks paid time off
- 2 flex holidays
- 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 in Norcross, GA

Advocate works with smart companies, experts in their fields, to transform technology investments. We leverage our Technology Business Management (TBM) framework to help IT leaders move beyond bits and bytes and measure ROI in terms of business outcomes.

If you'd like to join the Advocate team, send your cover letter and resume for consideration to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=29440679-d847-41e4-b32c-797f44374111&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=29440679-d847-41e4-b32c-797f44374111&cclid=19000101_000001&type=JS&lang=en_US)