

## Controller, Government Consulting Company

High Street Consulting Group, LLC

[www.highstreetconsulting.com](http://www.highstreetconsulting.com)

Send letter of interest and resume to [careers@highstreetconsulting.com](mailto:careers@highstreetconsulting.com)

High Street is a growing transportation planning, policy, and analytics consulting firm. High Street's clients include federal, state, and local transportation agencies such as state departments of transportation and the Federal Highway Administration, among others.

### Job Brief

We are looking for an experienced Controller to join our team. The Controller will report to the CFO and be responsible for all accounting functions working closely with our accounting team and reviewing the work of project accountants, accounting clerks, and transaction specialists. The Controller will prepare reports for company executives and adhere to and develop standards and processes for proper financial management. Their work is essential to maintain the financial wellness and integrity of High Street.

### Responsibilities

- Oversee all day-to-day accounting functions to ensure consistency, accuracy, and performance in accordance with professional accounting methods, standards, and principles
- Conduct month-end and year-end financial close activities and reporting
- Prepare, review, and analyze financial reports and statements to ensure accuracy and completeness
- Monitor and analyze accounting data
- Process payroll and 401k contributions
- Oversee bank, credit card, and other balance sheet account reconciliations
- Establish and maintain fiscal files and records to document transactions
- Work with external indirect cost rate auditors to provide requested information and respond to questions ensuring timely completion of audit
- Provide tax accountant with annual comprehensive tax working files and respond to questions ensuring timely completing of tax filing
- Assess current practices and procedures, and make recommendations for improvements
- Perform ad hoc analysis and projects as requested

### Requirements

- Prior work experience as Controller, Accounting Manager, Accounting Supervisor for a government contractor
- Proven knowledge of accounting principles, practices, standards, laws, and regulations
- Proficiency in GAAP and related professional accounting standards and regulations
- Demonstrated knowledge of project cost accounting and federal cost accounting principles, including DCAA, FAR, and allowability of costs under government contracts; Working knowledge of the AASHTO Audit Guide preferred
- Experience with accounting software, ERP systems, and databases required; Unanet preferred
- Ability to manipulate and analyze large data sets using advanced Excel skills required
- High attention to detail and accuracy required
- Strong time management and organizational skills
- Great interpersonal and verbal communication skills

**Educational Background and Experience Level**

- Bachelor's degree or higher in accounting, finance, or a related field
- 10+ years of progressive accounting experience
- CPA license required
- CGMA preferred
- Continuing education certifications from accredited institutions preferred

**Location**

High Street operates in a virtual office environment. The position will be located either in a home office or co-working office space and will support staff across the U.S. High Street's accounting team is located on the east coast.

**Compensation and Benefits**

High Street provides a competitive compensation and benefits package including base salary, performance-based bonus, paid leave, and 401k program.

High Street is an equal opportunity employer.