



## **Financial Controller**

Infinity Conference Group, Inc. (INFINITY), has an immediate opportunity for an experienced Financial Controller to join a growth-oriented, woman-owned small business. This is a progressive, agile boutique company with over 30 years' experience providing cutting edge conference, workshop, and special event solutions and operational support to government, commercial, and association clients on an on-site, virtual and hybrid basis.

The position offers a unique opportunity to help drive business growth and development and business best practices. The successful applicant will be responsible for managing the company's business operations, documenting procedures, and assisting leadership with key operational, business development, and strategic initiatives.

### **Specific duties and responsibilities include the following:**

- Oversee accounting department staff and operations, including designated third-party vendors and service providers.
- Maintain financial and accounting policies and procedures including internal control measures to conform to generally accepted accounting principles (GAAP).
- Prepare and present financial reports in an accurate and timely manner, clearly communicating monthly and annual financial statements to leadership.
- Develop and monitor corporate budgets, manage cashflow, and analyze indirect rates/trends.
- Assist project managers by developing and overseeing contract budgets to achieve target profitability.
- Assist leadership with business development efforts, proposal management and contract implementation.
- Support review and approval of all costs associated with client contract bids, contract performance tracking, project profitability analysis, and renewal negotiations.
- Assist leadership and work with 3rd party vendor to develop and negotiate ongoing GSA schedule contract.
- Manage the annual audit process (both financial and compliance) with specific reference to the annual GSA contract review.
- Ensure all on-line government filing requirements, GSA schedules, and other reporting requirements for government clients.
- Develop, negotiate, review/comment on contracts, legal agreements, and requests for proposals.
- Lead the development of an overall policy and procedures manual for business operations.

### **The successful candidate will be able to demonstrate the following qualifications, skills and experience:**

- 8+ years professional event management work experience in a customer-facing position.
- Bachelor's degree in business administration, accounting/ related field, or equivalent experience.



- Knowledge and experience in applying U.S. Federal Acquisition Regulations (FAR) and commercial contracting best practices.
- At least 5 years' experience in the management of an accounting function working with GSA schedules and different solicitation and contract types such as FFP, cost reimbursement, time and materials, ID/IQ, teaming agreements, etc.
- Experience with contracts management.
- Proficiency with Deltek Costpoint essential.
- Familiarity with QuickBooks a plus.
- Solutions-oriented with strong analytical, communication, and decision-making skills.

Position offers the ability to work remotely and on a hybrid basis with competitive base pay, bonus eligibility and a comprehensive benefits package.

Qualified candidates should submit their resume no later than October 21, 2022. Direct applicants only please – no agencies