

POSITION: Controller

Base Salary Range	Competitive base + bonus structure, dependent on experience
Other Benefits	Standard PCA issued insurance coverage + 401K eligibility + discretionary bonus
Term	Full time (40 hours / week)
Team	Administrative Operations
Location	Portland, Oregon

FIRM:

Pension Consulting Alliance, LLC (PCA) is an independent, full-service investment consulting firm providing a broad range of investment advice to a wide variety of institutional investors. Investment consulting is PCA's only line of business.

GENERAL PURPOSE:

PCA seeks a candidate to serve as Controller. As Controller, the candidate will be responsible for the general ledger, billings, and accounts payable and receivables. The candidate will mostly work independently to perform accounting responsibilities, and will also work closely with the PCA Board of Directors and third-party CPA firm. The ideal candidate has advanced accounting skills and experience in the financial services industry.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare monthly, quarterly, and project invoices ensuring compliance with retainer agreements or contracts.
- Manage Accounts Receivable.
- Maintain Fixed Assets folder for any capital purchases and disposals.
- Review expense reports and/or credit card statements to capture and allocate expenses by class and project.
- Submit invoices for payment approval, code to ledger, and process.
- Monitor banking activity to ensure instructions are received and processed; manage cash flows.
- Allocate cash receipts by class, as well as transferring amounts between bank accounts.
- Close books monthly, making any necessary journal entries and creating reports including Receivables report by client, P & L, and Balance Sheet.
- Prepare and present financial statements for quarterly Board meetings.
- Maintain Excel spreadsheet that tracks allocations by class and client for yearly bonus calculations.
- Work with third-party CPA firm on preparing and filing company taxes.
- Review processes for improvements in accuracy and efficiency in capturing data.
- Calculate income quarterly for LLC members.

Operations and Compliance Support:

- Oversee Administrative Assistant; provide backup as necessary.
- Manage the Company's business insurance renewals and distribution of Acord Certificates.
- Manage the Company's state registrations and annual reporting.
- Assist the Chief Compliance Officer with compliance tasks – review and distribute compliance filings (i.e. Form ADV, Form MA), collect and retain compliance information (i.e. transaction statements), payment of fees, notetaking at quarterly compliance calls, etc.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

- Ability to work with minimal supervision
- Strong verbal and written communication skills
- Organized with strong attention to detail and accuracy
- Time management and project management skills
- Computer proficiencies in the Microsoft Office Suite (Excel, Word, Outlook)

Training and Experience:

- Bachelor's degree (preferably in Accounting)
- 5+ years of experience in similar capacity
- Solid understanding of Generally Accepted Accounting Principles
- Experience working with accounting software and Quickbooks

Environment:

PCA uses a highly collaborative work process to develop ideas and deliver robust, innovative analysis to its clients. The candidate should have the abilities to work in a deadline driven environment with strong team orientation and a demonstrated collaborative style. PCA strives to offer its employees opportunities for growth and encourages employees to maintain a healthy work-life balance.

Disclaimer: This job description is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

PCA is an equal opportunity employer.

Please send a cover letter and resume to: erikahanson@pensionconsulting.com with 'Controller' in the subject line.