



JUSTICE SERVICES INTERNATIONAL

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Chantilly, Virginia 20151

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JUSTICE SERVICES INTERNATIONAL POSITION DESCRIPTION

DUTY LOCATION: Chantilly, VA

TITLE: Controller

SUPERVISES: Payroll, Cost Accounting, A/R/ Accounting

FLSA STATUS: Exempt

REPORTS TO: Chief of Staff

GENERAL SUMMARY:

The Controller is responsible for the overall leadership of the company's finance function.

OBJECTIVE:

Lead the ramp up and daily financial operations of the organization in its support to large government contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review and present monthly financial statements.
- Ensure the month-end process is functioning properly and timely.
- Manage cash flow.
- Provide leadership and guidance to the finance department staff.
- Ensure the billing function is operating within the organizational requirements.
- Ensure the payroll function is operating as required.
- Provide the organization with a resource in assisting in any issue resolution that may arise.
- Ensure the organization is compliant with the requirements of our customers.
- Continue to develop process and improvements that are both achievable and sustainable.
- Develop strong inter-departmental relationships to ensure a cohesive organization.
- Implement new software products that continue to enhance the overall efficiency of the organization.
- Perform all other duties as assigned to the Executive Management Team.

JOB SPECIFICATIONS:

Employee must be detail orientation and organized and must demonstrate time management.



Employee should have prior experience working for a government contractor in a Deltek System environment

Employee should have working knowledge of Defense Contract Audit Agency (DCAA) compliance requirements and set up of cost accounting systems.

Employee must have extensive knowledge of all accounting applications and systems utilized at Justice Services International.

Analytical ability to analyze and interpret financial data, solves complex accounting problems, and manages the development and use of analytical tools and methodologies for cost/profitability analysis.

Employee is required to communicate and work effectively with other employees; as well as must possess presentation skills.

Employee must be comfortable and effective within a “start up” and rapid growth business environment.

Employee must demonstrate sound judgment and decision making skills, and must exercise excellent leadership practices.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

TRAINING, EDUCATION AND DEVELOPMENT REQUIRED:

- Bachelors Degree
- Advanced degree preferred and/or CPA
- Eight to Ten years minimum work experience
- Government contracting experience preferred

UNUSUAL WORKING CONDITIONS (AS APPLICABLE FOR CONUS/OCONUS POSITIONS)