**Director of Finance**

**Job Location** Corporate Office - Pittsburgh, PA

RIG Consulting, Inc. is seeking a highly motivated Director of Finance to join our team in a significant role of leadership overseeing the company’s accounting and finance department. The Director of Finance’s responsibilities include overseeing a staff of 2-3 trained individuals and producing, coordinating, collecting, analyzing, verifying, and reporting on all company financial information.  The successful candidate will work closely with all company staff to generate accurate accounting data and ultimately contributing to a financial strategy for growth.  The Director of Finance will oversee several daily responsibilities affecting all phases of accounting and financial functions of the company, including final approval of payroll and payroll taxes; client invoicing and job cost accounting; general ledger and account analysis; accounts payable and receivable oversight; all vendor payments; overhead control; fiscal planning; corporate audits; monthly balance sheet and profit/loss statements; cash management and all related reporting.  Increasing responsibility will result in the successful candidate focusing on driving corporate growth.

**Job Responsibilities**

* Daily operations of the accounting department include for which responsibilities will be assigned are:
	+ Lead and monitor Month-end and end-year process
	+ Assigns responsibilities to direct reports in accounts payable and receivable
	+ Oversees bi-weekly payroll processing
	+ Reviewing quarterly payroll tax returns
	+ Monitoring project budgets to ensure adequate funding and providing updates to management team
	+ Budgeting and cash forecasting within realm of responsibility
* Monitor and analyze accounting data and produce financial reports or statements periodically and on request
* Utilize proper accounting methods, policies, and principles
* Provide recommendations within realm of expertise and authority
* Improve systems and procedures and initiate corrective actions
* Establish and maintain accurate and organized files, receipts, records, etc. to document transactions
* Responsible for Company’s current financial condition
* Control and evaluate capital structure (debt, equity and internal financing)
* Setup and oversee the company’s finance IT system
* Provide strategic recommendations to the CEO and members of the executive team
* Manage the processes for reliable financial forecasting and budgets
* Drive the company’s financial planning

**Requirements and Benefits**

**Requirements**

The successful candidate will have minimum 10 years of experience working in accounting with progressive responsibility; advanced computer skills on MS Office,  Power BI, accounting software and databases, with strong preference for proficiency with Deltek Vision, Paycom, and/or similar tools; the ability to manipulate large amounts of data; proven knowledge of bookkeeping and accounting principles, practices, standards, and regulations; high attention to detail and accuracy; with a Bachelor of Science degree in Accounting or Finance, with strong academic record. Previous experience or strong interest in leadership and strategic growth, including understanding KPIs is preferred.

**Benefits**

The Director of Finance position is a full-time, exempt position.

After successfully completing a 30-day introductory period, the employee is provided with the following benefits package:

* High quality, Employee Health Insurance Coverage to include Medical, Dental, and Vision
* Competitive compensation package with Hybrid work schedule upon completion of 90-day initiation period
* Paid Time Off (PTO) with Daily Work Life Balance accommodations
* Employer-Paid ST/LT Disability and Life Insurance
* Employer-Match 401(k)
* Professional development reimbursements

*RIG Consulting, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*