

## Controller

### Description

#### Our Team

Founded in 1996 with one goal in mind: to make it possible for our customers to experience more once-in-a-lifetime trips. We are the down-to-earth travel experts whose mission is to make world travel within reach of more people. Offering more than 40 carefully curated and smartly priced tours to exotic global destinations, smarTours is a leading provider of direct-to-consumer travel experiences that focus on each destination's history, people, culture, attractions, and sights. smarTours enjoys a loyal community of repeat travelers who have discovered the smarter way to see the world.

### Summary

The Controller has primary responsibility as the Director of Finance. Finance includes cash forecasting, 3 statement financial reporting and analysis, budget, general accounting, payroll, accounts payable, cash management, and tax filing and reporting. The Controller will report directly to the President and oversee the Finance team.

Job is remote initially, but likely hybrid when an office is reopened.

### Responsibilities

- Prepare 13-Week Cash Forecasts and Variance Reports.
- Manage cash bank accounts and receipts and disbursements.
- Supervise and control the company's accounting processes and operations.
- Implement real-time accounting practices to reduce manual processes.
- Review, analyze, and produce GAAP accurate monthly, quarterly, and annual financial statements (income statement, balance sheet, and cash flow for lender group reporting.)
- Confirm the accuracy of transactions and their adherence to relevant accounting standards such as GAAP.
- Prepare and approve payroll, oversee cash receipts, accounts payable, receivables, and debt servicing.
- Coordinate and manage external audits, ensuring an efficient and timely audit process.
- Analyze costs and financial performance to identify opportunities for improvement.
- Prepare an annual GAAP budget by month with Income Statement, Balance Sheet, and Cash Flow.
- Manage and mentor finance staff.

### Qualifications

- Bachelor's degree in accounting.
- Minimum 5+ years of relevant working experience as a Controller.
- Strong knowledge of GAAP, reporting skills, strong analytical and problem-solving capabilities.
- Demonstrated ability to work in a team environment with flexibility.
- Leadership, supervisory, and project management skills.
- Focus and prioritization to meet important deadlines.
- Excellent communication skills including the ability to simplify financial

### Hiring organization

smarTours

### Employment Type

Full-time

### Salary

\$ 125,000

### Date posted

February 23, 2024

### Application

Please contact Joe D'Angelo at [joe@aristeadvisors.com](mailto:joe@aristeadvisors.com) to send resumes and apply.

information so it can inform effective strategic decision making.

- Proficiency with QuickBooks online.
- Must adhere to high ethical standards and maintain the confidentiality of financial information.
- Experience in the Tour, Travel, or Hospitality industry is a plus.
- NYC Metro area preferred.

### **Job Benefits**

- 401(k)
- Health Insurance

### **Job Type**

- Full-Time
- Remote initially, but likely hybrid when an office is reopened.