



## **Role: Controller/Head of Finance**

### **Responsibilities**

Language Network, Inc is looking for a bright, self-motivated leader of the finance and admin team.

In the Controller role, the successful candidate will oversee all financial and accounting activities. This person will be responsible for budget management, financial analysis, payroll, accounts payable, and financial reporting.

In the HR Manager role, key areas within the human resources department will be administered in conjunction with Senior management, including policy and procedure compliance and development and maintenance of HR practices.

The Controller/HR Manager will report directly to the President/Chief Executive Officer. This is a fantastic opportunity for a professional who thrives in a busy, entrepreneurial environment and is well-versed in working closely with senior management.

**Role:** Full-Time, US Time Zone, Remote Position

### **Objectives of this Role**

- Provide comprehensive financial updates to senior management by evaluating, analyzing, and reporting appropriate data points(Gross Margins by Service Line, Labor Expense, Return on Sales Marketing Spend)
- Guide financial decisions such as hiring and investing in key service areas
- Develop, implement, and maintain financial controls and guidelines
- Achieve budgeting goals with proper scheduling, analysis, and corrective action
- Maximize payroll efficiency
- Help develop and support short and long-term operational strategies such as acquisition integration



## **Roles and Responsibilities**

- Prepare financial statements and budgets
- Review and approve journal entries prepared by Accountants
- Work closely with CEO and the Senior Directors to budget for divisions and the overall organization
- Meet monthly with Senior Directors to review current financial results and discuss anticipated changes
- Manage banking relations
- Manage insurance needs in conjunction with HR
- Perform on-going analysis and forecasting
- Ensure effective internal controls are in place
- Supervise and train the Accounting staff
- Review and approve transactions
- Approve check runs and disbursement of funds
- Approve bank transfers
- Review and approve reconciliations prepared by the accounting staff
- Oversee the reconciliation process
- Prepare financial reports
- Work with the CPA/Bookkeepers on the annual financial statements

## **Skills and Qualifications**

- Bachelor's degree in business, accounting, or related field
- 5+ years proven accounting experience
- Professional accounting certification or CPA
- Working knowledge of finance law and regulatory standards (GAAP)
- Strong understanding of economic and banking processes



## Overview

Language Network, Inc is a family of language companies across California and Washington and focused on serving the Western United States. We provide language solutions specializing in on-site interpreting, remote interpreting via telephone or video, and document translation. Our interpreting and translation solutions allow a diverse array of clients (healthcare, education, social services, nonprofits, local government, and private companies) to deliver relevant services and products to their consumers in over 200 languages.

We were founded on the principle that great service that is helpful and responsive, is, and always will be, our key differentiator. We believe that making our clients' lives easier and delivering an entrepreneurial approach to language services and exceeding expectations allows us to develop and maintain strong client relationships, and hence to grow our business. We are driven by our core values: HEART and believe by living these out our culture thrives, our linguists are better served, and our clients receive great care. Please visit us at <https://www.languagenetworkusa.com/who-we-are> to learn more.

Language Network, Inc offers a great place to contribute and be a part of a team with a flexible and balanced work-life set up. Having been founded by a husband and wife team; who grew the company and raised a family at the same time- we hold these values dear- work-life balance and flexible work schedules.

**Apply:** Send Resume and Email to [hr@languagenetworkusa.com](mailto:hr@languagenetworkusa.com)