



Seatrec, Inc., a technology startup located in Monrovia, California, seeks a part-time ( $\leq 10$  hours per week) Chief Financial Officer or engagement with a CFO service company. The CFO is responsible for the organization and management of all company financial and risk-management matters, and reports directly to the Chief Executive Officer (CEO).

Principal accountabilities include:

#### **Financial Information Management**

- Serve as the company's point-of-contact for all financial activities
- Manage any third parties to which accounting or finance functions have been outsourced
- Monitor cash balances and cash forecasts
- Arrange for debt and equity financing
- Maintain banking relationships
- Oversee preparation of tax returns
- Report financial results regularly to the executive team and board of directors

#### **Financial Operations and Planning**

- Assist in formulating the company's financial strategy
- Develop performance measures that support the company's strategic direction
- Implement policies, procedures and processes
- Assess and evaluate financial performance with regard to strategic goals
- Implement operational best practices and provide training to company personnel

#### **Financial Risk Management**

- Understand and mitigate key elements of the company's financial risk profile
- Ensure proper functioning of all accounting systems and supervise accounting operations
- Maintain appropriate insurance coverage
- Ensure application of appropriate internal controls and compliance with state and federal regulations (e.g., GAAP) and external sponsors (e.g. DCAA, DCMA)
- Ensure that record keeping meets the requirements of auditors and government agencies
- Maintain relations with external auditors and investigate their findings and recommendations

#### **Qualifications:**

The minimum qualifications include:

- A bachelor's degree in accounting or business administration
- 5+ years of experience in accounting or related fields
- Substantial experience with financial management tools including QuickBooks
- A high level of written and oral communication skills

The desired qualifications include:

- Experience partnering with the executive team of a small startup business
- Experience with government contracting (e.g., defense contracting including the auditing and billing processes of DCAA and DCMA)

To apply, please send a statement of interests, resume, and salary expectations via email to [jobs@seatrec.com](mailto:jobs@seatrec.com). Reduced salary with equity sharing will be considered. This position is available immediately and will remain open until 1 June 2018.