Assistant Controller
Location: US, East Coast – EST

Role Overview
TM Forum are looking for an Assistant Controller to join their team in the US. This is a brand-new role for the department. This is a hands-on role, and you will be managing a team of 3 direct reports and 1 indirect.

The Assistant Controller is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including financial reporting, year-end audit preparation and the support of budget and forecast activities.

Job Responsibilities

Management
- Manage the operations of the accounting and finance department
- Oversee the accounting operations of any subsidiaries of the parent company, if applicable
- Promote continual process improvements
- Maintain a system of accounting policies and procedures
- Manage financial systems including maintenance and/or implementation of new and existing systems and reporting tools
- Develop and maintain an efficient staff of financial professionals

Transactions
- Manage the daily transactions of the accounting department
- Operate an adequate accounting software package
- Maintain a chart of accounts that fulfills the record keeping needs of the business
- Maintain an orderly filing system for all digital accounting files and records
- Maintain a comprehensive system of controls over all accounting functions

Reporting and financial statements
- Ensure that the company's financial reporting/general business practices are compliant with US GAAP
- Compile and publish accurate financial statements on a timely basis
- Measure the financial performance of the business and report this information to management
- Provide management with timely reviews of the organization's financial status and progress
- Assist in the preparation of the company’s annual audit
- Prepare various financial analyses for management

Compliance
- Develop and maintain long-term relationships with external auditors and financial service providers
- Monitor the company’s compliance with debt covenants and warn management of covenant breaches
- Comply with any filing requirements imposed by governing authorities
- Comply with all tax reporting and payment requirements
- Provide data as required by regulatory agencies

Experience and Qualifications
• Bachelor’s degree in Accounting or Finance
• Minimum of 7 years of progressively advancing experience
• Advanced proficiency in MS Office applications
• Strong analytical, organizational and communication skills

To apply
To apply for this position, please send your Curriculum Vitae, and a supporting letter explaining why you are the right person for the job, to recruit@tmforum.org

Diversity & Inclusion at TM Forum
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