

Assistant Controller/Controller – Berkeley, CA

Weiss Associates, a client-focused, environmental science, engineering, and management services firm based in the San Francisco Bay area, is seeking an assistant controller/controller familiar with all functions of accounting, payroll, and contracts to manage the company's finances, and provide management with the appropriate information to support short- and long-term financial decisions.

A successful candidate must be willing and able to become an expert-level user of our A/E accounting systems and company-specific accounting procedures by performing hands-on work at all levels within the accounting department before transitioning to the role of corporate controller in mid-2024. This transition will be supported by Weiss's controller who plans to retire in April 2024.

This position will report to Weiss's managing partner and president, and will be based in Berkeley, California.

Qualifications:

- BA/BS in accounting, finance, or related field; MBA preferred
- Minimum eight (8) years of related experience
- Prior experience with project-based accounting in a professional services company using Enterprise Risk Management systems, preferably within the A/E Industry
- Prior supervisory experience, including conducting staff evaluations and enforcing policy compliance
- Expertise with Office365 programs, especially Excel pivot tables
- Knowledge of federal procurement procedures and the FAR a plus

Responsibilities include:

- Monitoring and maintenance of corporate financial records in compliance with state and federal laws and regulations, including timely reporting
- Preparing custom financial reports for management
- Establishing and maintaining accounting systems and controls to assure the integrity of the systems
- Managing cash flow, cash planning and banking relationships
- Coordinating with our insurance broker and management during the annual renewal of our insurance policies
- Reviewing and negotiating client and vendor contracts and purchase orders
- Establishing new projects in the accounting system (Unanet)
- Preparing subcontract purchase and work orders
- Ensuring compliance, accurate and timely reporting of all corporate income tax returns (performed in conjunction with corporate CPA)
- Administering and overseeing third-party implementation of company 401(k) plan
- Managing accounts receivable and collections
- Supervising accounting staff
- Processing weekly timesheets and bi-weekly payroll
- Interfacing with staff, clients, vendors, candidates, etc.

Accountabilities include:

- High ethical standards
- Confidentiality
- Commitment to positive change
- Clear and open communication with management and staff
- Implementation of continuous QA/QC and self-auditing controls

About Weiss

Weiss Associates has been a leader in providing environmental consulting services in Northern California for over 40 years. We offer a team-oriented work environment and a diverse portfolio of challenging private- and public-sector environmental projects.

Our client base includes state and federal agencies, municipalities, private sector companies, large universities, and law firms. We have established a reputation for providing high-quality environmental compliance services tailored to specific client goals. We distinguish ourselves from our competitors by offering superior client service and continuous focus on reduction of project life-cycle costs.

We offer a wide range of environmental consulting services, including:

- Environmental due diligence
- Site assessment and remediation
- Hazardous waste management
- Air quality compliance
- Water quality compliance
- Stormwater management
- Brownfield redevelopment
- Environmental permitting
- Environmental monitoring

Weiss offers a competitive benefits package, including bonus incentives; paid holidays, separate vacation and sick leave; 401(k) profit sharing; medical, dental, vision, disability and life insurance; and more!

Salary range: \$120,000 - \$165,000.

To apply, submit a cover letter and resume to jobs@weiss.com and reference Job #AC09052023WA in the subject line.

Join our team! If opportunities listed at www.weiss.com don't precisely match your talents, but you're excited about joining our team, we would like to hear from you.