



**CFO/Controller**  
**San Francisco, CA/Remote**  
**Part-time: 25-30 hours/week**

### **About Us**

D&A Communications is an award-winning full-service boutique communications agency with 25 years of experience. From day one, D&A has focused on equity, inclusion, accessibility, social justice, and giving voice to the unheard. You will be working for a well-respected Agency that has a long-standing reputation for providing exceptional services, focusing on social impact initiatives bridging the gap between underrepresented communities and government agencies. We specialize in developing integrated communications strategies for social justice and racial equity initiatives, branding and advertising, corporate social responsibility, diversity and inclusion programs, reputation management, digital and social media, and implementing public engagement tactics for corporations, municipalities, urban developers, A/E firms and non-profit organizations.

### **About You**

Are you a go-getter who loves to crunch numbers and use those numbers to solve complex problems? Are you a creative problem solver continually looking for ways to create more value for your company? Do you enjoy looking at the big picture but also like getting down into the details to figure things out?

### **This Person**

We are looking for a dynamic, experienced CFO/controller who is familiar with small companies/startups and is comfortable rolling up their sleeves to get processes in place, financials in order, and just get the daily work done and also has the ability to think strategically and provide direction for our Agency. This challenging position involves overseeing the day to day accounting function ensuring accuracy and fiscal responsibility.

### **The Ideal Candidate**

The ideal candidate is a wiz with numbers, gets excited about implementing processes to streamline the accounting department. They have deep knowledge of financial and accounting best practices and computer applications. This person has excellent verbal, analytical, organizational and written skills. They are comfortable rolling up their sleeves and doing the day to day accounting duties to help this small department run efficiently and effectively.

### **Position Overview**

As a part of the Leadership Team, the Chief Financial Officer/Controller will report to the President and contribute in both a strategic and tactical manner. The CFO/Controller will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the company. This will include but not limited to direct responsibility for day to day accounting, forecasting, analysis and reporting, strategic planning, job costing, and tax planning.

### **Main Job Responsibilities**

- Provides leadership, direction and management of the Accounting Team.
- Provides strategic recommendations and insights to the CEO/President for decision making purposes.
- Manages the processes for financial forecasting and budgets and oversees the preparation of all financial reporting.
- Collects and consolidating financial data

**Phone** 415.274.1821 **Address** 1388 Sutter Street, Suite 1200, San Francisco, CA 94109 **Web** [www.davis-pr.com](http://www.davis-pr.com)



- Creates strategic plans for financial operations
- Prepares financial statements and reports, both internal and external (profit and loss, balance sheets, etc.)
- Ensures compliance with applicable rules, laws, and regulations
- Coordinates external auditor activity
- Coordinates procurement activities
- Establishes and maintain financial controls
- Assesses and improves accounting processes and procedures
- Evaluates and select accounting software solutions
- Identifies, develops, and monitors KPIs
- Manages regulatory reporting
- Screens, hires, trains, and retains accounting department employees
- Provides CEO and Leadership Team with reports and other data as requested
- Leads weekly Accounting Team Meetings
- Collaborates with HR as necessary
- Reviews A/P and A/R
- Ensures invoices and timesheets are sent out/submitted on time
- Reviews subcontractor invoices before payment
- Handles bank reconciliations

#### **Qualifications**

- Bachelor's Degree in Accounting or Finance
- 5-10 years of progressive Accounting experience, with at least 2 in the Controller and/or CFO role
- Experience with financial reporting requirements
- Experience in an Agency setting a plus (Public Relations, Communications, Advertising or Marketing)

#### **Skills, Abilities and Knowledge**

- Managing processes
- Developing standards
- Auditing, accounting and corporate finance
- Tracking as well as developing budget expenses
- Time management skills, organization skills and attention to detail
- Problem solving and analytical reasoning skills
- Communication and presentation skills
- Numerical and technical proficiency
- Knowledge of accounting/finance software (Mavenlink a plus)
- People and project management skills
- Leadership skills
- Microsoft Office Suite and Google Suite
- Interpersonal skills
- Ability to think strategically

#### **Application Process**

Please submit a cover letter, resume, and salary requirements to [hr@davis-pr.com](mailto:hr@davis-pr.com). Please include the position you are applying for in the email subject line. No faxed applications will be accepted. Please no phone calls.

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