



# Controller

Tech Superpowers LLC

Boston, MA

Job Type: Full-Time

## **Our Mission**

Powering and protecting our clients so they can be a force for innovation and change.

We aim to be the best IT and cybersecurity partner for world-changing companies by providing consistently superior service, improving security, and bolstering operational efficiency.

## **Core Values**

Client Focus: Viewing every interaction through the eyes of the client.

Measure Twice, Cut Once: Implementing top-to-bottom quality management.

An Eye on the Horizon: Continuous research and innovation.

Teamwork and Trust: Empowering staff for smart, timely decisions.

The Joy of Technology: Believing in technology's power to enrich life.

Integrity and Hard Work: Upholding strong work ethic and integrity.

Social and Environmental Responsibility: Commitment to community and sustainability.

## **Job Description**

Tech Superpowers (TSP) is looking to hire a roll-up the sleeves Controller. The Controller will handle all accounting for two sides of the TSP business, from data input to financial reporting. This position will report to the Director of Operations.

## **Key Responsibilities**

### Financial Operations Management:

- Oversee accounts payable and receivable processes
- Meticulously verify and process source documents
- Accurately allocate and post financial transactions
- Manage check preparation, payments, and bank deposits
- Proactively monitor and resolve outstanding accounts and vendor payment issues

### Billing and Budget Management:

- Prepare and oversee monthly client and project billing
- Track and analyze budgets across multiple client projects using QuickBooks Online and Google Sheets
- Develop and implement strategies to improve billing efficiency and accuracy

### Compliance and Reporting:

- Ensure compliance with all relevant financial reporting requirements
- Assist in budget preparation and facilitate smooth audit processes
- Maintain a comprehensive and organized filing system for financial records
- Manage state tax filings and liaise with related entities
- Track and report on key financial targets and performance data

### Strategic Leadership:

- Serve as the primary financial contact for internal teams, clients, and vendors
- Contribute to strategic planning and long-term goal setting
- Provide financial insights to support decision-making across the organization

## **Qualifications**

- Proficiency QuickBooks Online
- Associate's Degree in Accounting or equivalent experience
- Construction experience or equivalent
- 3+ years in professional accounting/finance role
- GAAP knowledge
- Proficient in MS Office (Excel), Google Workspace, Bill.com
- Clear communicator (written and verbal)
- Detail-oriented and highly organized
- Adept at prioritizing in fast-paced environments

- Problem-solver with process improvement focus
- Independent worker with strong decision-making skills
- Team player with excellent interpersonal abilities
- Self-motivated with growth mindset

Tech Superpowers is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, sex, gender identity or expression, age, religion, national origin, ancestry, ethnicity, disability, veteran status, genetic information, sexual orientation, marital status, or any characteristic protected under applicable law. Tech Superpowers will make reasonable accommodations under applicable law for qualified individuals with known disabilities.