



Position: Controller

Reports to: CFO

Location: Webster, Texas

Terms: Full time employee

General description:

NanoRacks is the leading provider of commercial access to low-Earth orbit. The company has been called the “UPS of space” by Fast Company magazine. Our payload integration services provide access for both suborbital and low-Earth orbit environments. Additionally, NanoRacks was selected by NASA as one of six companies to develop a concept study for commercial platforms in low-Earth orbit and beyond.

NanoRacks is looking for a strong, experienced Controller to support and direct the accounting and financial operations of an aerospace company with expanding platforms and business channels.

Position Duties:

Reporting to the CFO, a CPA (1987) with almost 30 years of experience, the Controller duties are:

- Overall accounting functions:
 - o Managing day-to-day accounting functions (including but not limited to) Cash Management, Accounts Payable and monthly accruals, AR/Billing & Collection/Revenue Recognition, Inventory Management, Fixed Assets, Payroll, Monthly Reconciliations, Manual Journal Entries, Project Accounting with project margin analysis and some Governmental contract experience helpful.
- Monthly GL Close:
 - o Overseeing/performing monthly GL close along with related monthly reconciliations over Cash, AP, Payroll, Fixed Assets, Bank and Credit card reconciliations, Inventory.
- Sales Commissions:
 - o Monitor, calculate & record monthly & quarterly sales commissions.
- Financial Reporting:
 - o Prepare monthly financial statements by entity (3 currently: 3 US), including Income Statements, Balance Sheets, Statement of Cash Flows, and Equity Roll-Forward.
- Consolidated Financial Reporting:
 - o Perform monthly Consolidation of Financial Statements as well as calculation and maintenance of valuation components relating to EBITDA and working capital while maintaining a consolidation tool consisting of multi-entity, multi-location, multi-currency.
- Financial Analysis:

- Perform monthly variance analysis of P&L to budget and prior year, and assist in explanation of variances.
- Board and Bank Reporting:
 - Assist the CFO in preparing monthly, quarterly and annual board and bank reports, including Monthly & Annual Budgets, Monthly & Annual BOD/Bank Financial Reporting Packages, Revenue Analysis, and By Customer, Product, Function, Market, etc.
- Technical Accounting:
 - Provide Technical Accounting guidance and input to CFO and CEO including (but not limited to) Strategic initiatives, IT integration, International opportunities, and M&A opportunities.
- Internal Controls:
 - Assist the CFO in monitoring internal control environment; Propose solutions and implement and manage necessary changes to internal controls.
- Process Improvement:
 - Continually assess areas of improvement.
- Internal Liaison:
 - Assist the Company's Finance, Sales and Operations Teams with special projects, reporting, inquiries, policy deployment or other business projects and initiatives.
- Taxes:
 - Manage, execute, reconcile & pay Property Taxes, Franchise Taxes, State Income Taxes et al; Maintain appropriate documentation for audit and clerical purposes.
- Audit and Tax Liaison:
 - Work with external auditors and tax professionals on technical accounting issues and all required audit & tax schedules et al.
- Other:
 - Participating in various job duties/responsibilities and special projects as directed or determined on own initiative.
- Managerial & Supervisory:
 - Currently 1 direct reports.

Experience:

10 years of relevant experience, Quickbooks Enterprise and proven capabilities to execute position duties detailed below

Education/Qualifications:

MBA in Finance/Accounting with CPA designation

Compensation and Benefits:

- Base Salary annually in the \$100,000 to \$125,000 range, commensurate with experience

- Bonus Awards: Discretionary, based on Company and individual performance
- Company-subsidized Medical, Dental, Vision, Life Insurance, Disability
- At least 3 weeks of PTO in addition to customary US Holidays
- Reimbursement of all necessary and approved CPA Et Al and CPE expenses
- Free parking and Business Casual Dress Every Day

References requested.

Other Requirements:

- US Citizen
- The successful candidate will be required to sign a Non-Disclosure Agreement (NDA)
- -No relocation option

To apply, email your resume and references to jobs@nanoracks.com