

# Controller (CFO/VP Finance)

**RohmTek; Houston, Texas**

**Full Time**

## **Summary:**

RohmTek is seeking an executive team member to manage the accounting, finance, and clerical aspects of the business as the company controller and as a general financial adviser/strategist to the executive team. More senior positions would also be considered. This position is ideal for candidates seeking to be an influential part of a small team where an early impact can be made. The position is based in Houston, Texas but can be partially remote depending on the candidate.

To succeed in this role, you would need to plan and direct all accounting operational functions, handle the accumulation and consolidation of financial data, and build out the accounting and finance team as well as any internal office administration and clerical responsibilities. The candidate would also participate in future fundraising efforts, market analysis and business strategy in addition to all day-to-day controller responsibilities in the business.

## **Responsibilities**

- Manage AR/AP
- Perform general FP&A tasks including financial reporting and financial planning
- Manage the income statement and balance sheet, produce P&L.
- Prepare and manage cash flow including cash projection and funding requirements
- Perform regular payroll for employees and other employee related management programs including early HR, benefits, and IT requirements of the business.
- Assist the CEO in the creation of the quarterly and annual reports for the board and investors, as well as the production of any critical financial components of the business growth strategy.
- Research, prepare and execute Finance Department initiatives such as software and systems implementation and other departmental or firm-wide improvements, as required
- General ledger experience
- Command of month end closings
- Help collect market intelligence and forecasting market opportunities
- Perform risk management by analyzing the organization's liabilities and investments
- Decide on investment strategies by considering cash and liquidity risks
- Control and evaluate the organization's fundraising plans and capital structure
- Supervise all finance personnel and build the team associated with finance, accounting, IT, HR and office management
- Ensure compliance with the law and company's policies

## **Qualifications**

- Previous Startup experience is beneficial

- Experience in industrial rental and equipment leasing and/or analytical laboratories is beneficial
- Strong familiarity with MS Office and various accounting and finance software including SAP, QuickBooks Online, 401k management programs, health benefits management.
- 5+ years of progressive accounting experience, including as a Controller preferred
- BA/BS in Accounting, Finance, Economics or other business-related field
- Outstanding communication skills, excellent interpersonal skills, both oral and written, and ability to build as well as deliver effective presentations
- Prior work in technology, analytics and management experience desired
- Prior work in Venture Capital, Private Equity or other investment banking and capital management preferred.
- Previous experience in public accounting is highly valued
- CPA/MBA preferred
- BSc/BA in Accounting, Finance or relevant field; MSc/MBA is a plus

Compensation will be a combination of ownership and salary. Candidates should have expectations of an early phase pre-seed startup.

### **About RohmTek**

RohmTek is an analytical laboratory support company providing **instrument rental, instrument optimization, and analytical laboratory services** to various industries. We understand that our clients have diverse requirements for data acquisition, analysis, and interpretation and we enable them to create a fit for purpose program based on their unique needs. We focus on **project management, communication, and technical transparency** to deliver the results that our clients need.

RohmTek is predominantly an operator in North America with headquarters located in Houston, Texas and employees located across Texas and Colorado.

RohmTek provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.