

As a primary Fiduciary, Petersen Hastings serves committed investors with complex financial needs. Our multigenerational team of experienced and credentialed professionals delivers innovative solutions through The Trusted Financial Path™ to enhance and preserve wealth.

Overview

The Financial Controller is primarily responsible for developing and monitoring the firm's financial strategy, budgeting, and forecasting programs, as well as overseeing financial reporting and control. The position establishes policies and procedures for effective recording and analyzing of all financial matters. Responsibilities also include the company benefits program and assistance with compliance. Coordination of the above items includes close coordination with the President, Chief Operations Officer, Chief Compliance Officer, and Office Manager.

Essential Duties and Responsibilities

Corporate Financials

- Create, implement, and maintain financial policies, systems, processes, and tools to maximize efficiency of workflow and financial controls
- Oversee the preparation and ensure accuracy of all financial reporting materials for monthly, quarterly, and annual financial statements
- Monitor all purchasing and payroll activity for employees
- Approve vendor payables and execute check signing
- Develop and manage direct accounting/finance staff

Forecasting

- Provide analysis and compile other supporting information for special projects
- Develop and execute analysis of various business initiatives (e.g., opening new operations, asset acquisition, new service launches)
- Prepare various reports, either recurring or ad-hoc, to assist with financial decision-making

Fiscal Responsibility

- Develop and monitor the annual budget
- Oversee cash management, financing strategies and activities, as well as banking relationships
- Ensure legal and regulatory compliance regarding all financial functions
- Coordinate/oversee proper filing of tax returns (income tax, DOR, and payroll)

Compensation, Benefits and Policy Programs

- Manage the firm's employee benefits plans (401(k), group insurance, FSA, leave)
- Assist in the implementation of employee salary reviews
- Oversee timely calculations of employee performance incentives
- Review and maintain business liability insurance policies
- Ensure company policies are following current state and federal regulations
- Maintain and update company policies as needed in the employee handbook

Advisory Regulation and Compliance

- Manage the day-to-day operation of the firm's compliance program, including execution of the annual internal review
- Assist the CCO in facilitating any external examinations performed by regulators
- Assist CCO in CEFEX fiduciary certification

Financial Controller

Other

- Oversee and report on various company metrics for both internal and external uses
- Assist employees with basic IT resolutions such as connectivity and hardware resolutions

Prerequisites

Education and Experience

- Bachelor's degree in finance, business management, or accounting from an accredited college or university
- A minimum of 5 years of professional experience in a financial-management role, with the day-to-day financial operations of a similar organization
- Experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, and information systems
- CPA designation preferred

Skills and Knowledge

- Expertise with entry, reconciliation, and reporting in QuickBooks
- Proficiency in Microsoft Office 365 and financial management systems.
- Advanced Microsoft Excel skills preferred
- Strategic thinker, problem solver and decision maker
- Effective planning, development and organizational skills
- Excellent communication skills – internal & external
- Outstanding attention to detail

Personal and Interpersonal

- Committed to strong values and upholding the highest ethical behavior
- Adhere to strict standard for confidentiality and discretion of all client information
- Ability to project a professional image of her/himself and Petersen Hastings to clients, prospects, and other third parties
- Work well under pressure and willing to contribute to the wider strategic picture
- Capable of developing partnerships with internal departments and external organizations with clarity, flexibility, and sensitivity
- Collaborative, able to work with and through others

About Petersen Hastings

Located in Kennewick, WA, Petersen Hastings originated in 1962 with the promise that the client's interest would be first. As a fee-only independent Registered Investment Advisor we continue to fulfill that promise by acting as a primary fiduciary, serving individuals and families, foundations, and corporate retirement plans. Petersen Hastings provides each and every client with a team experience through *The Trusted Financial Path*. Petersen Hastings has continued its path of growth in employees, clients, and geographic span to be nationally recognized. A key to this success is dedication to ongoing development of our team of experienced and credentialed professionals, as well as competitive benefits and compensation. For more information about Petersen Hastings, please visit us at: www.PetersenHastings.com.

If you find that you have the above characteristics we invite you to discuss being a part of our PH team. To apply, submit your cover letter and resume to career@petersenhastings.com. Petersen Hastings is an equal opportunity employer.