

JOB POSTING

Position: Financial Comptroller and Procurement Manager

Company: A-Zone Environmental Services, LLC, an environmental consulting and services firm is seeking an experienced Financial and Procurement Manager to join our small fast-growing company.

Job Description: The Financial Comptroller will manage the fiscal operations and controls of the business to ensure compliance with DCAA requirements and to ensure that the company is meeting its' overall financial objectives.

Job Duties:

- Developing and maintaining company's financial policies and procedures
- Creating and completing financial reporting systems (daily/monthly/quarterly/annually)
- Selection and maintenance of financial software
- Overseeing payroll and accounts receivables and payables
- Completing audits and financial compliance activities
- Monitoring debt/credit
- Overseeing payroll and benefits
- Managing outsourced financial activities
- Providing financial information to aid with bidding process

Requirements:

- At least 8-10 years of similar experience.
- CPA or CMA or equivalent in Finance and Accounting
- Background check, reference check and drug screen will be conducted.

Salary: This is a full time position. Salary and benefits are competitive and dependent upon qualifications and experience. Flexible working environment.

To apply, please mail or email your resume to:

A-Zone Environmental Services
2181 Berryville Pike
Charles Town, WV 25414
careers@a-zoneenvironmental.com

Or, you may download a copy of this job description and an application to complete and return via mail or email at:

www.a-zoneenvironmental.com