

Job Description: Controller

About the Company

Launched in late 2021 to serve frontline workers, [ARC](#) was born out of the consumer-facing technology that phone charging provider ChargeItSpot brought to market in 2012. ARC is a device management solution integrated with smart lockers, designed to store, secure, and charge company-owned handheld devices like those made by Zebra and Honeywell. Frontline workers use these devices daily to perform core job functions, like scan packages, look up inventory, and print labels.

Clients turn to ARC because they find it extremely difficult to manage and maintain their investment in enterprise mobile devices post purchase. There is a surprising amount of waste from legacy, manual processes. Devices frequently go missing (~25% annually), stop working, or run out of power – costing payroll time, money and productivity. ARC virtually eliminates these issues, ensuring devices are functional, charged and not missing – all while improving productivity and experience for ground teams.

Market demand for ARC has been overwhelming and the Company has been growing rapidly. Device management has been a massive unmet need for decades, in a problem space that is deceptively nuanced, complex and costly. ARC is uniquely positioned to solve these problems given its decade plus of relevant technical expertise including with ChargeItSpot phone-charging lockers, our legacy business. ARC builds upon ChargeItSpot's competencies and has carried over expertise like patent-protected IP, deep technical know-how, and real-world experience gained while solving similar problems in a live field environment.

Want to learn more? See the work we're doing with [Sam's Club](#).

About the Team

At ARC, we surround ourselves with independent thinkers who are detail-oriented, and customer obsessed. Our clients have routinely called us “the most talented team they’ve ever worked with.” We value determination, resourcefulness, imagination, and follow-through. We want people who are ready to get things done.

Our focus is fierce, but it's not all hard work. We take time to get to know each other through a daily game of Jeopardy, meals together, and nights out for karaoke. We operate a hybrid work model, with most team members working in the office a couple of days a week, and the rest remotely.

About the Role

ARC by ChargeItSpot is looking to hire an experienced Controller to lead our accounting operations. Given ARC's momentum in the market, there is significant upside and the opportunity to shape and enhance our accounting infrastructure.

The Controller will partner directly with the CFO to create best-in-class practices as ARC scales. With the support of the leadership team, you will be the driving force behind our accounting operations. You will build and lead the accounting organization and serve as an instrumental business partner in the continued growth of ARC through the creation and execution of thoughtful and agile financial strategies to fuel the Company's expansion.

We will look to you to manage technical accounting research and the documentation of new policies and procedures. It is essential that you proactively seek out opportunities to improve processes, systems, and workflows to allow ARC's accounting infrastructure to scale and automate.

The Controller will report directly to the CFO.

Responsibilities

Grow

- Level up our accounting function to support continued market and product expansion
- Build a strong foundation for the accounting function, including a system of internal controls of accounting and financial transactions
- Develop, supervise, and organize a team of excellence by providing accounting staff with guidance, mentoring, and regular performance evaluations

Measure

- Manage a documented system of internal controls of accounting and financial transactions
- Ensure the accounting function is providing continuous cost control support to internal teams across the company
- Recommend changes to process and procedures in order to improve efficiency and effectiveness of the accounting function

Execute

- Oversee the month-end close and reporting processes to ensure they are well-ordered, allowing for accurate, timely, repeatable closing
- Develop, implement, and maintain accounting policies to ensure complete, timely, and accurate financial statements are produced in accordance with GAAP

Compliance

- Maintain required schedules and documentation for tax filings and audits, support annual external audit
- Oversee all software & manual processes required to run accounting operations

Qualifications

- 12+ years of progressing accounting experience, including 2+ years of public accounting experience and managing teams
- CPA certification
- Advanced skills in Excel and Quickbooks, Netsuite (or similar)
- Strong business acumen with the ability to identify problems, propose solutions, and independently partner with key stakeholders to implement solutions; process improvement is especially important
- External review or audit experience
- Effective communicator with the ability to interact with all levels of the organization and present to senior management
- Self-starter and team player who can work independently - stepping into the details as needed - and collaboratively with others across functions
- Curious and innovative individual with a positive attitude and hands-on mentality
- Ability to thrive in a fast-paced, start-up environment; ability to multitask and manage multiple priorities

The Candidate

Your integrity and ethical standards are unwavering, and unassailable. You think several steps ahead, with an ability to see beyond numbers to business implications. You are relentless, strategic, and long-term oriented. You believe the details are important and you work diligently to get them right. You are a fast learner who takes feedback well and implements it. You proactively seek out opportunities to improve processes, systems, and workflows to drive scale and automation. You are adaptable, and care about getting to the best outcome regardless of being right or wrong. You are energized by growth, and motivated by challenges. You are resilient under pressure.



ARC
111 S Independence Mall E, Ste 920
Philadelphia, PA 19106

You are an effective communicator, with the ability to distill and explain complex accounting topics to non-financial stakeholders.

Location

Remote or hybrid possible for the right candidate. Location to be discussed. We are headquartered in Philadelphia, PA and the team operates in East Coast business hours. You must be authorized to work in the United States.

Benefits

- Stock options
- Health, dental and vision insurance
- Health Care FSA
- 401k plan with matching company contributions
- Paid time off
- Hybrid or Remote environment

If you have the unique combination of skill and qualities we are looking for, please submit your resume to **careers@chargeitspot.com**.

ARC by ChargeItSpot is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.