

## **Financial Controller**

Clifford Swan Investment Counselors  
Pasadena, CA

### Firm Overview

Clifford Swan Investment Counselors is an independent, 100% employee-owned registered investment adviser serving high net worth individuals, families, and not-for-profit organizations. With over \$3.7 billion in assets under management and approximately 750 high net worth and institutional clients, Clifford Swan is committed to providing objective investment management and financial advice with personalized, responsive client service. We specialize in fundamental equity and fixed income investing. Our research efforts are largely focused on large and mid-cap companies with reasonable growth and valuation characteristics. Our longstanding success as a firm is rooted in our values, which prioritize putting our clients first and adhering to the highest ethical standards.

### Position Overview

As a member of management, the Controller is responsible for direct supervision of all day to day accounting and financial activities. Primary responsibilities include supervision of daily and period end processes preparing Period, Quarter and Annual reporting while supervising Accounts Receivable, Accounts Payable, Payroll Processing, Treasury functions, GL Activities, and reporting.

### Responsibilities

- Direct and supervise the Accounting Function while ensuring compliance with our policies and with all applicable laws, rules, and regulations
- Preparation and review of period end financial statements
- Prepare and maintain cash flow forecasts and projections to effectively manage cash balances
- Perform analytical reviews of monthly operating results to ensure the reasonability and accuracy of reports
- Establish acceptable accounting procedures in revenue recognition and expense accruals sufficient to effectively control the assets of the company
- Prepare and Book required journal entries to post period activity such as Payroll, Revenue Recognition, and Depreciation and Amortization
- Coordinate and ensure all applicable insurance coverages are maintained
- Coordinate with Chief Compliance Officer on preparation and maintenance of Disaster Recovery and Business
- Continuity policies and procedures
- Interface with Property Management as required to meet all lease obligations
- Assist in the preparation of annual budget and periodic forecasts Coordinate the preparation of audits and tax returns
- Assist in maintaining all corporate books and records
- Other responsibilities that may be assigned from time to time

### Qualifications

- Bachelor's degree (preferred) in Business Administration with an emphasis in accounting.
- 3+ years Management experience in accounting or finance
- Strong experience in either the private or public accounting sectors is preferred but not required
- GAAP and financial reporting technical skills
- Strong work ethic, accountability, and team mentality
- Effective communication skills

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- Timeliness
- Able to handle multiple tasks
- Ability to articulate concepts and recommendations in a clear and concise manner
- Ethical
- Candidates must be eligible to work in the United States without sponsorship or restrictions

All applications must include a resume and cover letter. Please send this information to Gretchen Lee via email at [GLee@cliffordswan.com](mailto:GLee@cliffordswan.com).