



## JOB DESCRIPTION

**Position:** Controller  
**Department:** Finance  
**Location:** Washington, DC  
**Reports to:** Director of Finance

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### Summary:

BSA | The Software Alliance ([www.bsa.org](http://www.bsa.org)) is the leading advocate for the global software industry before governments and in the international marketplace. Its members are among the world's most innovative companies, creating software solutions that spark the economy and improve modern life. With headquarters in Washington, DC, and operations in more than 30 countries, BSA pioneers compliance programs that promote legal software use and advocates for public policies that foster technology innovation and drive growth in the digital economy.

The Controller maintains accounting records, ensures accuracy of financial reports, performs complex accounting calculations, recommends internal control improvements, and implements process changes to increase efficiency. Responsibilities also include collaboration and management of outside vendors tasked with world-wide regulatory reporting, review and recording of US and foreign payroll and benefits, oversight of accounts payable processing, cash forecasting, and managing membership receivables. This position provides troubleshooting, support and back-up to other functional accounting areas as necessary. The Controller supervises direct reports and provides on-going and formal feedback on individual performance and recommendations for improvement.

### Professional Experience and Qualifications:

- Bachelor's degree in accounting with in-depth knowledge of GAAP. Active CPA required. Twelve or more combined years of highly diversified transactional accounting and accounting management experience required.
- Extensive experience managing accounting operations including, but not limited to, financial reporting, general ledger, audit preparation, regulatory reporting (tax returns and regulatory filings), payroll, accounts payable, accounts receivable, cash forecasting and revenue recognition. Experience with consolidations, intercompany, and foreign currency transactions required.
- Strong knowledge of US payroll and benefit regulations. Experience with foreign payroll a plus.
- Ability to communicate, motivate and collaborate effectively with management, coworkers, staff, and vendors. Facilitates discussion and resolution of difficult

issues and promotes strong internal controls in an efficient and effective work environment.

- Skillful in the effective and efficient use of automated accounting, payroll, expense reporting, financial reporting, forecasting, budgeting, and office productivity systems.
- Ability to manage and prioritize projects under pressing deadlines. Ability to deliver accurate, complete, and timely work.
- Cognizant of BSA, industry, and member company developments and emerging issues.

**Key Responsibilities:**

- **Financial Reporting**
  - Implements and manages the financial accounting and reporting systems (Microsoft Dynamics Great Plains (GP), Internal Online Reports, Concur, and KwikTag (KT)).
  - Updates and maintains the chart of accounts for all BSA entities.
  - Prepares monthly trial balance reports for upload into Adaptive Insights (Budgeting and Forecasting System).
  - Integrates budgets from Adaptive Insights into GP
  - Ensures all intercompany accounts are balanced.
- **Regulatory Reporting**
  - Manages and coordinates preparation, review and filing of all tax returns for all BSA companies. Outside vendors are tasked with regulatory reporting including the tax return preparation (eg, 990, 5500, 1120,DCPersonal Property).
  - Supplies accurate information needed by outside vendors to prepare tax and regulatory filings.
  - Prepares lobbying calculations for federal, state, and congressional reports.
- **Payroll Review**
  - Ensures adequate funds are available for both US and foreign payrolls, benefits, and payroll taxes.
  - Collaborates with HR to perform a quality review on the semi-monthly US payrolls and monthly foreign payrolls.
  - Manages the payroll cycle to ensure payments are made timely.
  - Prepares/integrates the journal entry to record the payroll into the accounting system.
  - Researches and advises on payroll tax issues and benefits.
  - Transmits payroll data to the retirement benefit vendor.
  - Ensures all payroll filings (e.g., W-2's) are accurate and made timely. Proactively reviews payroll system data prior to year-end to ensure accuracy.
- **Cash Forecasting, Accounts Payable and Accrued Expenses**
  - Provides cash availability and resource/use projections to ensure adequate cash reserves are readily available.
  - Manages accounts payable staff and process to ensure timely and accurate disbursements of funds.
  - Manages and monitors the accounts payables processing workflow (currently using the KT and the Concur software applications). Ensures that transactions are classified correctly and are processed timely. Collaborates with staff to ensure accrued expenses are recorded monthly.
  - Reviews general and subsidiary ledger reconciliations.

- Membership Receivables and Revenue Recognition
  - Collaborates with the Director of Membership to:
    - Invoice members for dues
    - Review outstanding receivables for payment status updates
  - Record revenue recognition of member dues and special project revenue
  - Performs general and subsidiary ledger reconciliations, and analyses.
  
- Fixed Assets and Leases
  - Reviews monthly reconciliation for fixed asset accounts.
  - Prepares and reviews lease transactions for proper accounting treatment.
  
- Business Process Improvements and Enhanced Reporting
  - Recommends / Researches/Implements new business process improvements.
  - Analyzes the impact of business process improvements on staffing, resources and internal control structure.
  - Partners with IT and others to create and implement enhanced reports and processes.
  
- Audit
  - Coordinates with internal staff and external auditor to prepare and review schedules for the annual financial statement audit.
  
- Coaching of Staff
  - Motivates and mentors accounting staff on assigned tasks, goals and expectations.
  - Provides timely, candid and constructive feedback throughout the year.
  
- Other duties as assigned.

**About BSA Benefits:**

BSA recognizes that benefits play an important role in your selection of an employer. We offer generous benefits including many unique benefits and perks to our employees in locations around the world and encourage everyone to live a healthy, balanced life. Our comprehensive benefits include:

- Generous health, disability and life insurance.
- Exceptional 401k plan employer contributions.
- Year-end office shut down between Christmas and New Year's.
- Three weeks' paid sabbatical every five years.
- Generous paid maternity and bonding leave.
- Health/Fitness and Financial/Tax Advice allowance.
- Professional development, continuing education, including tuition reimbursement, and training.
- Casual dress.

**How to Apply:**

To apply for this position, please submit your resume and cover letter to [careers-americas@bsa.org](mailto:careers-americas@bsa.org). Include the position title and location in your Subject Line.

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BSA is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at BSA | The Software Alliance!

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